

APPLICATION FORM

Role being applied for:

Name:			
Gender and Pronouns:			
Address:			
Email:			
Telephone number:			
Do you have a full current driving licence and access to a car?			
Do you have a manual driving license?			
Do you have any penalty points on your driving licence?		If so, how many?	
Current position held (role and organisation):			
Reason for leaving current role:			
Notice period:			

Please provide details of any qualifications and relevant training:

<i>Training/Qualification</i>	<i>Awarding Body</i>	<i>Date</i>

Please provide your work history (including current) :

<i>Role</i>	<i>Organisation</i>	<i>Dates to-from</i>

Please let us know of any reasons behind significant gaps in your work history

Personal Statement

Please describe how you meet the person specification (including both professional and if relevant and willing personal experience). We would recommend using the STAR guidance enclosed at the bottom of this form to help to you. Please use no more of 2 sides of A4.

Please detail why you would like to join our team at Basis Yorkshire:

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REFEREES: Please provide contact details of 2 Referees: (these will only be contacted should you be successful in the application)

- One of these should be your most recent employer
- If you are unable to give us 2 names, we can consider a reference from a tutor, mentor or someone else who has known or supported you in a professional capacity (this cannot be a friend or relative)

Referee 1	
Name:	
Contact email:	
Contact number:	
Relationship to applicant:	

Referee 2	
Name:	
Contact email:	
Contact number:	
Relationship to applicant:	

Reasonable adjustments:

Please do not hesitate to advise us if we need to consider any reasonable adjustments to our application and selection process if you have a disability.

REHABILITATION OF OFFENDERS ACT 1974

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record **may not debar you from appointment** as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

If you answer yes to any of the questions below, please attach full details including dates, on a separate sheet of paper which you should also sign and date.

- | | | |
|---|---|--------------------------|
| 1 | Are you currently bound over, or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or any other country? (You do not need to declare parking offences or fixed penalty point fines) | Yes/No |
| 2 | Have you ever received from the police, a caution, reprimand or final warning? | Yes/No |
| 3 | Have you been charged with any offence in the United Kingdom, or in any other country that has not yet been disposed of? | Yes/No |
| 4 | Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you? | Yes/No |
| 5 | Have you ever been dismissed by reason of misconduct from any employment, office or other position previously held by you? Or are you subject to a current final warning from your current employer? | Yes/No |
| 6 | Have you ever been disqualified from the practice of a profession, or required to practise subject to specified limitations following fitness to practise proceedings by a regulatory or licensing body in the United Kingdom or any other country? | Yes/No |
| 7 | Are you currently the subject of any investigation or fitness to practise proceedings, by any licensing or regulatory body in the United Kingdom or any other country? | Yes/No |
| 8 | Posts subject to Child Protection regulations only:
Are you subject to any other prohibition, limitation or restriction that means we are unable to consider you for the position for which you are applying? | Yes/No
Not applicable |

DATA PROTECTION

I understand that the information contained in the form is my personal data which, if it held on computer and if I am appointed may be computerised for personnel administration purposes is subject to the Data Protection Act. You can find our Privacy Notice on our website.

DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signature:**Date:**

Finally, how did you find out about this post? Please tick all that apply.

<i>Doing Good Leeds website</i>		<i>Leeds City Council website</i>		<i>Our website</i>
<i>Social Media / LinkedIn</i>		<i>Charity Jobs website</i>		<i>Other (please specify)</i>

STAR METHOD:

Use the STAR method to show your skills and experience your application form.

What STAR stands for

- situation - the situation you had to deal with
- task - the task you were given to do
- action - the action you took
- result - what happened as a result of your action and what you learned from the experience

For more info:

<https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>