Job/Volunteer Application Form

Vacancy applied for:

Your details

Name:

Address:

Postcode:

Phone:

Email:

Date of Birth:

References

Please give the names and contact details of 2 people who we can ask to give you a reference who can comment on your suitability for this position. One should be your current or most recent employer/volunteer placement supervisor.

If you are short-listed, please can we approach your current employer before interview?

Referee 1

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| In what capacity do you know the referee: |  |
| Name of Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

Referee 2:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| In what capacity do you know the referee: |  |
| Name of Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children and adults at risk are exempt from the Rehabilitations of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These 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 on the Disclosure and Barring Service website. Shortlisted candidates will be asked to provide details of all spent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Please provide details – if relevant: -

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Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Employment history

Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Please list your duties:

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| --- |
|  |

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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Education and training

Please give details:

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Qualifications

Please give details:

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Voluntary Work

Please give details:

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Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working/volunteering for us?

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Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

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Safeguarding

Where candidates have been shortlisted, we will carry out online checks to determine if there are any concerns that would make the candidate unsuitable to work with children and adults at risk. Any offer of appointment will be subject to right to work, enhanced DBS check and references. Where candidates have resided outside the UK an additional police check from that country may be required.

Data Protection

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation (GDPR) which replaces the Data Protection Act 1998.

**Please return this form to:**

[**hr@eci.org.uk**](mailto:hr@eci.org.uk) **or**

**148-149 Fore Street, Exeter EX4 3AN**