



Position applied for	
Where did you hear about this vacancy	

Personal details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Other: (please state)
Surname		
Forename		
Address		
Contact telephone number(s)		
Email address:		
Are you eligible to work in the UK? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Please note that if you are successful with your application, we will require proof of your eligibility.

Present or most recent employment details

Title of post held			
Name of employer			
Type of business			
Current salary			
Start date		End date	
Period of notice required			
Brief description of your main responsibilities			

Previous employment details

Please include details of any unpaid or voluntary work

Title of post held			
Name of employer			
Final salary			
Reason for leaving			
Start date		End date	

Title of post held			
Name of employer			
Final salary			
Reason for leaving			
Start date		End date	

Title of post held			
Name of employer			
Final salary			
Reason for leaving			
Start date		End date	

Title of post held			
Name of employer			
Final salary			
Reason for leaving			
Start date		End date	

Qualifications

Please list the qualifications that you have or are currently working towards and state whether they are academic (A) or competency (C) based qualifications. Start with most recent first and include secondary, further and higher education qualifications.

Level of qualification (e.g. GCSE, BTEC)	Subject (e.g. English, Drug Action)	Grade (e.g. B, level 2)	Date passed	Academic/competency based? (A or C)	Awarding body/assessor

Professional training

Please list all professional qualifications and memberships of any professional bodies.

Training provider	Name of course
Professional body	Qualification/membership number/status

Supporting information

Please outline below any skills, abilities, knowledge and experience you consider are relevant to the post you are applying for. These may have been gained through paid employment, voluntary work or spare time activities. Please refer directly to the skills and experience outlined in the person specification when completing this section.

Criminal convictions and cautions

This job is exempt from *Section 4 (2) of the Rehabilitation of Offenders Act 1974*. This means that you **must** tell us about any criminal convictions and/or cautions you might have, including any which would otherwise be considered ‘spent’ under the Act.

Please write down in the space below **each** and **every** conviction, caution and/or bind over order that you have, including details about:

- a: the type of offence
- b: the date when it was committed
- c: the sentence or fine you received

Please also note if you are the subject of any current criminal proceedings, and/or to your knowledge the subject of any current police enquiry. For these purposes ‘current police enquiry’ includes any ongoing enquiry, prosecution, and being on police bail, but does **not** include cooperation with the police as an actual or potential prosecution witness.

If you have no criminal convictions, cautions or bind over orders then write ‘no convictions’ in the space below.

We will treat everything you tell us as strictly confidential and will only consider it in relation to this particular application. If you have convictions, cautions or bind over orders, this will not mean that you will automatically be rejected but it is important that you tell us about them **now**. If we were to employ you and then discover that you had withheld information you could be dismissed.

Signed	
Print name	
Date	

Criminal records bureau

Do you have an existing **enhanced** CRB disclosure under six months old at the date of application?

- Yes No

If yes, please provide a copy with this application form.

Relationships

Do you have a relationship with any member of the Board of Trustees, or with any employee of Swanswell?

- Yes No

If yes, please specify name and relationship

Driving licence

Do you hold a full driving licence?

- Yes No

Disability status

If you have a disability/long-term condition and need any assistance should you be invited to interview, please give details of any adjustments you think would help you

References

Please provide details of two people who will provide a reference for you. One of these must be your present or most recent employer. You may include a reference from your academic career.

	Reference one	Reference two
Name		
Position		
Name of organisation		
Address		
Telephone number		
Email address		
Contact before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Data protection

The information you provide is subject to the *Data Protection Act 1998*. As part of our recruitment and equality monitoring process we will collect and store sensitive data about you. We are required by law to obtain your consent to such data being recorded.

By signing this form you give your consent to sensitive personal information being recorded and stored under the Data Protection Act 1998 on the understanding that it will be used to provide monitoring and statistical information on recruitment and equalities.

If you succeed in your application and take up employment with us, the information you provide will be used to enable us to review and develop employment practices across Swanswell and to provide data to our commissioners and national agencies. Your individual identity will **not** be revealed alongside any data that is published.

Declaration

I confirm that the information I have provided on this form is correct. I understand that my application is likely to be rejected, or if I have been appointed, then I am likely to be dismissed if any of the information is proven to be false or if any information is wilfully omitted or suppressed.

If I am appointed, the information on this form may be used in accordance with *Schedule 2 of the Data Protection Act 1998*, to form part of my permanent personal record which will be kept in Swanswell's Head Office, accessed only by Human Resources and treated as confidential sensitive information.

Signed	
Print name	
Date	

Please return your completed application form to:

Human Resources Department
Swanswell
Suite 5
Hilton House
Corporation Street
Rugby
CV21 2DN

Or email: jobs@swanswell.org

Any applications received after the closing date will not be considered.

Should you require assistance completing this application form, or need it producing in large print, then please contact the HR department. If you have not been called for an interview within six weeks of the closing date, then this normally means that your application has been unsuccessful.

Equal opportunities monitoring form

Swanswell is an equal opportunities employer and we select employees solely on their merit, irrespective of their gender, age, ethnic origin or disability status. In order to monitor the effectiveness of our *Equal Opportunities Policy*, we request all applicants and staff provide the information below. The information you provide us with will be used for monitoring and statistical purposes only.

Gender: Male Female

Your age: Under 21 21-30 31-40 41-50 51-60 Over 60

Ethnic origin:

Please select one box from the list below which best describes the ethnic group with which you identify. The categories below are those recommended by the Commission for Racial Equality and were used in the last census.

White

British

Irish

Any other white background

Please specify:

Black or black British

Black African

Black Caribbean

Any other black background

Please specify:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Please specify:

Mixed

White and black Caribbean

White and black African

White and Asian

Any other mixed background

Please specify:

Chinese or Other ethnic group

Chinese

Any other background

Please specify:

Sexual orientation:

Heterosexual

Lesbian/gay

Bisexual

Prefer not to say

Disability status:

Do you have a disability? Yes No

If yes please give details, in the space below, of this disability and any adjustments you'll need to carry out your role:

Thank you for your cooperation