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**Employment Application Form – Confidential**

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| **Job Role Applied For:** |  |
| **Job Ref No:** |  |
| **Title:** |  |
| **First Name:**  |  |
| **Second Name:**  |  |
| **Address:**  |  |
| **Telephone Number:**  |  |
| **Email Address:**  |  |

**Do you have a Driver’s License?**

[ ] Full

[ ] Provisional

[ ] No

**Do you have current use of a car?**

[ ] Yes

[ ] No

**Do you have the right to work in the UK?**

[ ] Yes (unrestricted)

[ ] Yes, I have a working visa / biometric card / residence permit

[ ] No

**Please give as much detail as you can (e.g. restricted to maximum 20hrs per week in term-time, my working visa expires on a certain date etc)**

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**Right To Work checks – Please can you provide a share code to enable us to run an applicant right to work check on the Gov.UK website**

…………………………………………………………………………………………………

**Date of Birth** \_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_ (please only fill in if you have provided a share code)

**Declaration: To the best of your knowledge**

**Do you know or are you related to any employee of Roundabout?**

[ ] Yes

[ ] No

**Are you a service user of Roundabout?**

[ ] Yes

[ ] No

**Are you related or connected with Roundabout Service Users in any way?**

[ ] Yes

[ ] No

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| **If answered yes to any of the above, please give details.** |
|  |

**Job History**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Address:**  |  |
| **Job Title:**  |  |
| **Salary:** |  |
| **Starting Date:**  |  |
| **Notice Period:** |  |
| **Date left/Leaving if applicable:** |  |

**Tell us about all the work you have done before. This could be paid or voluntary work. Please don't leave any gaps in time.**

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| **Organisation** | **Position** | **Dates of employment**Day/month/year |
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**Please provide the name and addresses of two people (not relatives) who can comment on your suitability for this post. One must be your present employer (or most recent employer if not currently employed).** *We will only contact references once successful.*

**Reference 1 - Employment Reference**

|  |  |
| --- | --- |
| **Name of Company:** |  |
| **Name of person providing the reference:**  |  |
| **Relationship to you:** |  |
| **Address:**  |  |
| **Telephone Number:**  |  |
| **Email Address:**  |  |

**Reference 2 – Employment/Professional Reference**

|  |  |
| --- | --- |
| **Name of Company:** |  |
| **Name of person providing the reference:**  |  |
| **Relationship to you:** |  |
| **Address:**  |  |
| **Telephone Number:**  |  |
| **Email Address:**  |  |

**Supporting Statement**

Please use this section to demonstrate your relevant skills and experience and how you would be suited to the role.

Please give evidence for **each key point** in the **Specific Knowledge, Experience and Skills** and **Personal Attributes** sections of the **Job Description document.**

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**Are there any gaps in your employment history?**

[ ] **Yes**

[ ] **No**

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| **If yes, please explain the gaps in time:** |
| Date: (day/month/year) | Reason: |
| Date: (day/month/year) | Reason: |
| Date: (day/month/year) | Reason: |
| Date: (day/month/year) | Reason: |
| Date: (day/month/year) | Reason: |

**Tell us about your education and any courses or training you have been on that might help you to do this job:**

|  |  |  |
| --- | --- | --- |
| **Course** | **University/College/Training Provider** | **Date Studied**Day/month/year |
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**Declarations**

**Rehabilitation of Offenders Act 1994**

**Have you ever been convicted of a criminal offence or are there any criminal proceedings pending against you?**

[ ]  **Yes**

[ ]  **No**

**Do you have any criminal convictions (please include any which are spent)?**

[ ]  **Yes**

[ ]  **No**

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| **If 'Yes', please provide full details, including dates:** |
|  |

**Under the independent Safeguarding Authority are you allowed to work with at risk or vulnerable people?**

[ ]  **Yes**

[ ]  **No**

**I understand that any offer of employment would be subject to a satisfactory probationary period, Disclosure and Barring check and two satisfactory references.**

**In accordance to GDPR 2018, I hereby give consent for the information I have provided in this application form to be used for the purposes in this form.**

|  |  |
| --- | --- |
| **Name:**  |  |
| **Signed:**  |  |
| **Date:**  |  |

Please email completed application to **recruitment@roundaboutltd.org**