**Application Form.**

|  |  |
| --- | --- |
| **Post(s) Applied for** | **Closing Date** |
|  |  |

**Personal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Preferred name/known as** (if different) |  |
| **Address** |  |
| **Phone number** |  |
| **Alternative phone number** |  |
| **Email address** |  |
| **National Insurance number** |  |
| Any **communication** preferences or needs that you would like to make us aware of. |  |

**Eligibility to live and work in the UK**

|  |  |  |
| --- | --- | --- |
| Do you have the [required authority or visa to work](https://www.gov.uk/prove-right-to-work) in the UK?  | **Yes** | **No** |
|  |  |
| If yes, you will be required to provide your passport or other relevant documents/code prior to interview. |

**Demographic Information**

As part of our commitment to equality, diversity and inclusion Gaddum asks all applicants to complete a demographic monitoring form. This information helps us understand who is viewing and applying for roles, and supports our ongoing work in reducing barriers to employment. This information is anonymous, is not stored with your application and is not visible to anyone involved in shortlisting or interviewing. Please complete the demographic monitoring survey by following this link: [DEMOGRAPHIC INFORMATION](https://www.surveymonkey.co.uk/r/XZHTHVH)

**Present or most recent employment**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Present Salary** | **Period of Notice** |
|  |  |  |
| **Date Joined** |  | **Date Left** |  | **Reason for leaving** |  |
| **Name and Address of Employer** | **Main Duties** |
|  |  |

**References**

Please provide two professional referees (who are not friends or relatives). At lease one referee should be your present or last employer or school. Please note if you are shortlisted we may contact both of your referees prior to the interview.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and contact details** (please include an address, email and telephone number) | **Occupation** | **Years known** | **Capacity in which you were known to this referee** |
|  |  |  |  |
|  |  |  |  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Position Held** | **Employer name and address** | **Reasons for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please explain any gaps in your employment history** |
| Dates | Reasons |
|  |  |  |
|  |  |  |
|  |  |  |

**Education, Qualifications and Training**

|  |
| --- |
| **Detail any qualifications, education or training relevant to the position you are applying for** |
| Dates | School/college/university/training establishment | Qualifications obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If you are shortlisted for interview you will be required to provide original documentation for any qualifications that are necessary for the role, prior to interview.

**Skills and Experience**

|  |
| --- |
| Please demonstrate how you meet the requirements of this role as set out in the Job Description and Person Specification. You will need to demonstrate that you meet the essential criteria in the person specification for shortlisting purposes. You may attached additional information to your application, however please be aware we do not accept CVs. |
|  |

**DBS Checks and Criminal Records**

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013&2020) 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 DBS website.

Shortlisted candidates will be asked to provide details of all unspent 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. You may be asked

for further information which will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

|  |
| --- |
| **Declaration** |
| I confirm that the above information is complete and accurate and I understand any offer of employment is subject to a) references which are satisfactory b) satisfactory DBS certificate and check on the Barred list c) the entries on this form proving to be complete and accurate and d) satisfactory medical report if appropriate. I confirm that I have not been disqualified from working with children, cautioned, or sectioned in this regard.  |
| **Name** |  |
| **Signed** |  |
| **Date** |  |

**Conflicts of Interest**

Conflicts of interest will not always be a barrier to employment at Gaddum, however we need to be aware of them so we can take any necessary precautions to safeguard our service users and our organisation.

|  |
| --- |
| Are you aware of any conflicts of interest that may impact you if appointed. This may include other paid or voluntary roles, including those within Gaddum. |
| Yes (if yes please detail) | No |
|  |  |
| Are you related to, or a spouse/partner of a Gaddum staff member or volunteer? |
| Yes (if yes please give their name) | No |
|  |  |

**Data Protection**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form and by the referees you have supplied for recruitment and employment purposes only. Gaddum treats all personal information with the utmost confidentiality and operates in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered during onboarding, will be used for the administration of your employment.

If you are unsuccessful in your application for employment we will retain your information for a period of 6 months from the closing date of the role, to allow us to answer any queries you may have, and following this your information will be destroyed.

If you would like more information about how Gaddum uses your data, please do not hesitate to get in touch with us.

**Declaration**

|  |
| --- |
| I confirm that the information that I have provided in this form is accurate and true. I understand that any omission or false information may lead to the withdrawal of any offer of employment, or if already employed, termination of employment.  |
| **Name** |  |
| **Signed** |  |
| **Date** |  |

Completed forms should be returned via email to hr@gaddum.org.uk

Postal forms can be returned to Gaddum, St Wilfrid’s Enterprise Centre, Royce Road, Manchester, M15 5BJ

For any enquires about the role, please email us on the address above, or call us on 0161 834 6069