



## APPLICATION FORM

Please read the guidance notes enclosed with this form. You must complete all sections of the application form unless otherwise indicated. CVs will not be accepted.

POSITION APPLIED FOR.....

First Name..... Last Name.....

Address.....

.....Postcode.....

Telephone..... Email.....

### CURRENT EMPLOYMENT (or last employment if not currently employed)

Employer's name			
Employer's address			
Job title			
Start date (dd/mm/yyyy)		End date (dd/mm/yyyy) (if applicable)	
Please give a brief description of duties, responsibilities and achievements			
Reason for leaving post			
What is your contractual period of notice?			

PREVIOUS WORK EXPERIENCE (paid or voluntary)

Dates	Post Held	Tasks

(Continue on separate sheet if necessary)

GAPS IN EMPLOYMENT

Please indicate and explain any gaps in employment since leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Date from	Date to	Reason

ACADEMIC QUALIFICATIONS (please provide copies of all certificates where applicable)

Date	Title of qualification	Awarding body	Grade

PROFESSIONAL QUALIFICATIONS (please provide copies of certificates where applicable)

Date	Title of qualification	Awarding body	Grade

THE REASON YOU ARE APPLYING FOR THIS POSITION

Please outline why you feel your skills and experience fit the requirements of the post you are applying for (use separate sheet if necessary). Please refer to the guidance notes and job description/person specification.

A large empty rectangular box provided for the applicant to write their response.

## REFEREES

Please provide us with the names, addresses and telephone numbers of two referees (not relatives or friends). One referee should be a current or previous employer or supervisor. If you have not worked previously then please give details of a school, college or university official. Both referees must be resident in the United Kingdom.

REFEREE 1	
Name	
Address	
Telephone	
Email	
Capacity in which known	

REFEREE 2	
Name	
Address	
Telephone	
Email	
Capacity in which known	

All appointments are subject to two satisfactory references. Please note that references may be taken up prior to interview. If you do not want us to do so then please tick the relevant box and attach a separate sheet explaining why not.

MAY WE CONTACT YOUR REFEREES PRIOR TO INTERVIEW? YES ( ) NO ( )

## MEDICAL DECLARATION

This post is subject to a satisfactory medical statement. If successful, you may be required to complete a self-evaluation medical form for consideration.

All applicants may be asked at interview to provide documentary evidence of their right to work in the UK. Do you have any restrictions that apply to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes – please give details of any restrictions:	

Do you have a full car driving licence?	
Please confirm whether this will be your only employment?  If no, provide details including days and hours worked and whether full or part-time:	
Have you been dismissed from any previous employment?  If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):	
If you are related to an employee or trustee of the Percy Community Centre please provide details:  NOTE: Canvassing employees or trustees directly or indirectly will disqualify the candidate from any appointment. A candidate who fails to disclose any relationship will be disqualified from the appointment or, if appointed, will be liable to dismissal without notice.	

CONVICTIONS/DISQUALIFICATIONS

<p>The Percy Centre is committed to making appointments on merit and will focus on a person's abilities, skills and experience. When considering any criminal convictions we will consider the relevance of the conviction(s) to the job. A criminal record will not necessarily be a bar to obtaining a position. Under the Rehabilitation of Offenders Act 1974, a conviction will become spent after a set period of time. <b>However if working with vulnerable adults, children or young people the post will be exempt under the Act and you will be required to give details of all convictions and cautions, including spent convictions</b> (see blue section of this form).</p>	
Do you have any convictions (including driving offences), cautions, bind overs or disqualifications?	
Are you currently the subject of any police investigations following allegations made against you?	
<p><b><i>*If yes, please submit details in a separate envelope marked 'Confidential Disclosure'</i></b></p>	

**A) Enhanced DBS check:**

Have you ever been convicted of any offence, been bound-over, or given a caution? (See note below.)

Yes  No

***if yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.***

NOTE: This post is subject to an enhanced DBS check so that any criminal background (including "spent" convictions, bind-over orders or cautions) is disclosed. Percy Community Centre cannot appoint someone to this post without this check. If you are successful in applying for this post we will require an enhanced DBS..

The position for which you are applying may involve contact with vulnerable groups. If so it will be exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You will not be entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered "spent" under the Act.

**B) Safeguarding declaration:**

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Signed	<input type="text"/>	Print name	<input type="text"/>
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Date	<input type="text"/>
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**General Declaration**

I understand that knowingly to give false information or to leave out any relevant information could result in:

- the withdrawal of any offer of appointment, or
- my dismissal at any time in the future and possible criminal prosecution

Signed	<input type="text"/>	Print name	<input type="text"/>
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Date	<input type="text"/>
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**Availability:**

Are there any dates when you are not available for interview?  
(if yes please provide dates)

**Data Protection**

In accordance with the Data Protection Act 1998, Percy Community Centre will only use the information given on this application form to determine your suitability for this job and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

## **GUIDANCE ON COMPLETING YOUR APPLICATION**

An application that has not been completed correctly will not be considered for any position. If you require further assistance in completing your application please call and speak to the Centre Manager on 01225 423014.

Please note that we DO NOT ACCEPT CVs as a replacement for this application.

### **First name**

The name you are known as or prefer to use.

### **Last name**

Your family name.

### **Address and postcode**

Your current address – proof of this may be required at your interview.

### **Post applied for**

This is detailed in the job description.

### **Work experience**

Please outline your work experience and all the jobs you have done over the last ten years – use a separate sheet of paper if you need to.

### **Training and qualifications**

List all relevant training and/or qualifications – you will be asked to provide copies of any certificates if you are the successful candidate.

### **The reason you are applying for this position**

This is a very important section! Please use the job description and address all the areas covered when completing this part of the form.

Please make sure you state clearly why your particular skills and experience match those outlined in the job description and/or person specification.

### **Referees**

We will need the name and address of two referees who can comment on you in a professional capacity or as an employer or supervisor (whether paid or unpaid). You should not provide the names and addresses of friends or relatives. You may provide the name of a college or university tutor if you are applying for your first job.

### **Contacting referees**

We would like to contact your referees to assist with the short-listing process. It is important that you notify your referees so that they are aware that we might contact them and that we may require a written reference in the near future.

### **DBS check**

The successful applicant must undergo an 'enhanced' DBS check in order that you can work on site with children and or vulnerable adults.

**Please return the completed application form to: Roger Houghton (Centre Manager)**

**Percy Community Centre, New King Street, Bath, Somerset, BA1 2BN**

**Or by email to [jobs@percycentre.org.uk](mailto:jobs@percycentre.org.uk)**



## Disability:



The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes

No

If Yes what is the nature of your disability?

If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements below:

The Percy Centre will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a job vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the Two Ticks Scheme.

Signature

Print Name in full

It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve.