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| **Application form** |

Please complete this application form legibly and return by the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application form will be considered by the panel. Curriculum vitae will not be accepted. Candidates should outline clearly how their qualifications and experience meet both the essential and preferred criteria. All information provided will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Please complete all sections of this application form and return to Human Resources Department. You may attach the completed form and send by e-mail to enquiries@finchsupportservices.com or send by post to: Finch Support Services, 19 Anerley Business Centre, Anerley Town Hall, Anerley Road, London SE20 8BD.

1. **Personal Details**

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| Title: | | Surname: | | | | | | | | | | | |
| Forenames: | | | | National Insurance No: |  |  |  |  |  |  |  |  |  | |
| Address:  Postcode: | | | | | | | | | | | | | |
| Telephone Number (Home): | | | Telephone number (Mobile): | | | | | | | | | | |
| E-mail address: |  | | | | | | | | | | | | |
| Are you competent in spoken and written English?  *Note: If English is not your first language you may be required to sit a basic English test prior to interview.* | | | | | | | | | Yes No | | | | |
| Do you speak any other languages?  Please specify | | | | | | | | | Yes No | | | | |
| Do you have a clean, current driving licence? | | | | | | | | | Yes No | | | | |
| Do you have a car or access to a car for business/work use? | | | | | | | | | Yes No | | | | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | | | | | | Yes No | | | | |
| Do you have any disabilities or health conditions that would affect your ability to do this job?  *We welcome applications from people with disabilities. If you answered ‘yes’, please describe any extra help or support (if any) that you might need to enable you to do your job:* | | | | | | | | | Yes No | | | | |

**If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment**

#### About the Position

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| Position Applied for: | Job Reference (if applicable): | |
| Where did you see this position advertised?  *Indeed Local Press National Press Ad in a shop Other Website*  *Recommended by family/friend Other (please specify):* | |

1. **Secondary Education**

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| Name, Address  & Type of School (i.e. Grammar/ Secondary) | Examinations taken and Qualifications Gained  (Specify Grades) |
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1. **Further and Higher Education**

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| Name of Institution  (state if full time or part time) | Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained) |
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1. **Membership of Professional Organisations**

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| Institute/Organisation | Grade of Membership (Where appropriate) |
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1. **Employment Record** (Please list chronologically, starting with **current or last** employer)

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| Name and Address of Employer and Nature of Business: | Dates Employed (From / To) | Job Title and Job Function/Responsibilities: | Final Salary and Reason for Leaving |
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1. **Periods of Unemployment or gaps** (Please provide details for any gaps in your employment dates)

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| --- | --- | --- |
| From | To | Details |
|  |  |  |

1. **Training**

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| Details of training courses attended and awards achieved, including dates, if appropriate |
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1. **Suitability for this Position**

Please detail your suitability for this position. You should illustrate how you meet the essential criteria for this position (if applicable).

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| Please use continuation sheets if necessary. |

1. **Availability**

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| We need to get an idea of the times and days that you may or may not be available to work. Please tick the boxes below as appropriate:  **I am normally available for work at the following days or times (tick all that apply):**  *Weekday mornings Weekday Lunchtimes Weekday Evenings Overnight Weekend mornings Weekend Lunchtimes Weekend Evenings* | |
| Is there anything else you would like to tell us about when you will be available for work? |

**To change your availability, you will have to give the Company a month’s notice.**

1. **Work Referees**

Please give the details of two **work related** referees, who are not related to you, who we can approach for a confidential assessment of your suitability for this position. Referees should include the manager in your current or most recent employer and be from different companies. Referees will **not** be contacted without your prior approval. (If you do not have any employment experience give details of your college/school form tutor or head teacher and one other professional person)

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| Name of Employer: |  |

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| Address: |  |
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| --- | --- |
| Postcode: |  |

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| --- | --- |
| Telephone No: |  |
| Email address: |  |

|  |  |
| --- | --- |
| Post Title: |  |

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| --- | --- | --- | --- |
| Date of Appointment (MONTH / YEAR): |  | **Salary:** |  |

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| --- | --- | --- | --- |
| Period of Notice: |  | **End Date (MONTH/YEAR)**  (if no longer employed)**:** |  |

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| **Reason for leaving**  (if no longer employed)**:** |  |

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| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |

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| Telephone No: |  |
| Email address: |  |

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| --- | --- |
| Post Title: |  |

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| Date of Appointment (MONTH / YEAR): |  | **End Date (MONTH/YEAR):** |  |

1. **Character Referees**

Please also give us the details of a **character** referee who is not related to you, i.e. the name of a former teacher or tutor that knows you well, the name of a person of standing in the community (doctor, lawyer, recognized religious leader) who knows you either professionally or personally.

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| Name: |  |

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| Address: |  |
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| Postcode: |  |

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| Telephone No: |  |
| Email address: |  |

1. **Rehabilitation of Offenders Act**

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| As a general rule, no-one need answer questions about spent convictions. However, this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:   1. any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or 2. any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties   One or both of the above apply to work with the Agency, and covers all occupations.  You are therefore requested to provide details of all convictions, including those which would otherwise be considered as “spent”. *All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.* Records will be checked via the Disclosure and Barring Service procedures **I have no convictions I have convictions (see Note below)**  **Please √ as appropriate**  Note  (To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed “Private and Confidential – Criminal Convictions” and attach this to your completed Application Form) |

1. **Asylum and Immigration Act 1996**

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| Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:   * That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or * The person comes into a category specified by the Home Secretary where such employment is allowed   Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.  **Are you eligible to work in the UK? Yes No Please √ as appropriate** |

1. **Personal Declaration**

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| I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and  * I give permission for any enquiries that need to be made to confirm such matters as qualifications. experience and dates of employment, and for the release by other people or organizations of such information as may be necessary for that purpose. * I give permission for the processing of the personal data contained in this form for employment purposes * I understand that any false or misleading information could result in my dismissal.   **Signed**  **Date** |

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| Please indicate below if you require any reasonable adjustments to be made (eg access/assistance) if called for interview. If none, write NONE |