  
**Application Form**

CVs are not accepted. Applications received after the closing date will not be considered.

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| **Post applied for** |  |

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| **Personal Details** |

*Information in this section will not be shared with the shortlisting panel and will not be used as part of the selection process.* *If you are successful in appointment, you will be required to provide relevant evidence of the below details.*

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| **Full Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Daytime Phone No.** |  |
| **Email Address** |  |

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| --- | --- |
| **Date of Birth** |  |

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| --- | --- |
| **National Insurance Number** |  |

**Do you have the right to work in the UK?** Yes No

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| **Rehabilitation of Offenders Act (1974)** |

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| Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? | Yes |  | No |  |

**If yes, please give details:**

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| **References** |

Please provide the names and addresses of your TWO most recent employers to whom confidential enquiries may be made regarding your application. Referees must not be members of your family or spouse/partner.

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| **Reference 1** |  | **Reference 2** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | |  | **Name** |  | |
| **Position held** |  | |  | **Position held** |  | |
| **Relationship to you** |  | |  | **Relationship to you** |  | |
| **Organisation** |  | |  | **Organisation** |  | |
| **Address** |  | |  | **Address** |  | |
|  |  | |  |  |  | |
|  |  | |  |  |  | |
|  | **Postcode** |  |  |  | **Postcode** |  |
| **Phone No.** |  | |  | **Phone No.** |  | |
| **Email** |  | |  | **Email** |  | |

*We will only contact references if you are successful in the recruitment process.*

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| **Training & Education** |

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| **School/ College/ University** | **Course Details** | **Grade/ Result** |
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| **Current or Most Recent Employer** |

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| **Name of employer** |  |
| **Job title** |  |
| **Outline of duties** |  |
| **Notice required in current post** |  |

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| **Previous Employment** |

*Please include any work experience, including voluntary work in the previous 5 years (please explain any gaps in employment)*

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| **Date**  **From – to** | **Name of employer** | **Job Title & Outline of Duties** | **Reason for Leaving** |
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| **Your Experience** |

*Please tell us why you applied for this role and how you meet the essential criteria on the person specification*

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| **Disability Confident** |

We offer applicants with disabilities the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme. To be invited to interview under this scheme, you must show in your application that you meet the essential criteria for the role.

If you consider yourself to have a disability and would like to be considered under the Guaranteed Interview Scheme, please indicate this by selecting ‘Yes’ below.

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| **Please select ‘Yes’ if you consider yourself eligible to have your application considered under our Disability Confident Guaranteed Interview Scheme** | Yes |

By doing this you are giving consent for us to disclose that you are applying under the Disability Confident Scheme to the hiring manager. If you do not select this box, we will not share this and so will be unable to guarantee you an interview even if you meet the essential criteria. Your application will be considered alongside all other applications.

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| **Equal Opportunities Monitoring** |

To assist us to monitor the effectiveness of our equality and diversity practices we would encourage you to complete our [Equal Opportunities monitoring form](https://forms.office.com/pages/responsepage.aspx?id=NRk-66SGEE6SenyXUKj3dB3EB62nGZxMuMuBaDCWWqJUM0FEUFI2QVVWNkUzNUtQTEEzSEkyNDU0WC4u&route=shorturl). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes. This information will not be seen by any person involved in selection for the post for which you are applying.

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| **Data Protection – Processing Notice** |

Together for Short Lives will use any personal data you provide within this application solely for the purpose of assessing your eligibility against the advertised vacancy.

The information given will be provided to Together for Short Lives employees acting as recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information will also be shared with external parties if required by law.

The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.

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| **Declaration** |

*Please read and sign the declaration below before returning your completed application.*

I hereby certify that:

* All information given by me on this form is correct to the best of my knowledge;
* All questions relating to me have been accurately and fully answered;
* I possess all the qualifications which I claim to hold;

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated.

**Signed** (electronic signature or insert photo of signature):

**Name:**

**Date:**

**Please return completed application forms to RECRUIT@togetherforshortlives.org.uk**