# Application Form

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| 1. Role Details **Post Applied For:**  **Location:** |
| 2. Personal Details  |  |  |  |  | | --- | --- | --- | --- | | **Title:** | **Family Name:** | | **First Names:** | | **Other names by which you have been or are known:** | | | | | **Address:** | | | **Postcode:** | | **Home Telephone:** | | **Mobile Telephone:** | | | **Work Telephone:** | | **May we contact you at work?** | | | **Email Address:** | | | | | **Where did you hear about this post?** | | | | |

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| 3. Education, Training & Development Please list your academic, professional, and other relevant qualifications starting with your most recent in the lines below:  (Any specific qualification required for the post will require documentary evidence being provided prior to employment) |
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| 4. Learning Opportunities Please describe any learning opportunities you have undertaken, relevant to the role applied for, including dates you carried them out (e.g. first aid course): |

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| 5. Employment History Please list your full paid, or unpaid employment/volunteering history starting with your present or last employer/ volunteer placement: | | | |
| Start & End Dates (month/year) | Employer or Volunteer Organisation Name and Address | Job Role and Duties Undertaken | Reason for Leaving |
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| 6. Supporting Statement Use this opportunity to tell us how you meet the requirements of this role for the post you are applying for. Tell us using examples from work, paid or voluntary, and any relevant life experiences. Explain why you are applying for this post.  Please give details of any relevant skills and experience gained outside of employment e.g., voluntary work. |

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| 7. References Please fill in the details below for two referees. One should be your current or last employer or, if newly qualified, your place of education. If you were known by a different name at the time, please state this.  **No reference will be requested without your consent** | |
| **Referee One**   |  | | --- | | **Name:** | | **Job Role:** | | **Organisation:** | | **Address:** | | **Postcode** | | **Telephone:** | | **Email:** | | **In what capacity does this person know you?** | | **Referee Two**   |  | | --- | | **Name:** | | **Job Role:** | | **Organisation:** | | **Address:** | | **Postcode** | | **Telephone:** | | **Email:** | | **In what capacity does this person know you?** | |

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| 8. Interview arrangements and availability If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process:  Are there any dates when you will not be available for interview?  When can you start volunteering/working with us? |
| 9. Declaration I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.   |  |  | | --- | --- | | **Signed:** | **Date:** | | **Name (in capitals):** | | |

##### Guidance for completing this application form

### Why are you applying for this role?

State why you are interested in applying for this position and make particular reference to the Role Description and Person Specification. This is an opportunity to sell yourself – to let us know why we should choose you for this post. Please do not attach your curriculum vitae. We require a full application form from all applicants.

### References

All roles are subject to satisfactory references. We would expect these to be received within one month of your start date. References can be people who know you well, university/college lecturer, employer, however your referees cannot be family members and ideally should have known you for at least six months. We reserve the right to ask you for further references.

### Protecting Vulnerable Groups (PVG) membership:

Pain Concern aims to ensure that all protected adults are kept safe from harm while they are with our staff and volunteers.

Those who will undertake regulated work with protected adults within our organisation will be asked to complete a PVG disclosure application once an offer has been made. It is important to recognise that having a criminal record does not necessarily mean that someone cannot work or volunteer for our organisation.

We do not ask applicants going through our recruitment process to self-disclose.  Instead, we will make our final recruitment decision based on the information contained in a disclosure

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### Equality Opportunities Monitoring:

All stages of the recruitment process are monitored to check that discrimination of any kind is not taking place. To help us to ensure this we request that all applicants provide the information requested on the Equal Opportunities Monitoring Form. This information is used solely for monitoring purposes and is not available to those short listing or interviewing for posts within Pain Concern.

### Rehabilitation of Offenders Act 1974

Any information disclosed will be treated in the strictest confidence and only people required to see the information to help assess it will have access to it.  There may be instances where we need to seek support or guidance externally (for example, from a solicitor).  When this is necessary, we will not share any information which will identify you, only the information which we require support or guidance on.