



Application for Employment

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Closing Date:
-------------------	---------------

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Contact telephone number:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

--

3. PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

--

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship *including current studies, with the most recent first.*

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

--

Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

--

Please continue on a separate sheet if necessary.

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes ☐ No ☐

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Inclusive Exeter employment?
(If yes, attach details) Yes ☐ No ☐

Are you, to your knowledge, related or well-known to anyone involved with Inclusive Exeter?
Yes ☐ No ☐

If yes, give name and relationship:

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

Do you have any convictions not spent under the Rehabilitation of Offenders Act 1974?

Yes ☐

No ☐

Do you have a full driving licence?

Yes ☐

No ☐

Do you have the use of a car?

Yes ☐

No ☐

8. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

References may be taken up before an interview or offer of employment, unless you request otherwise.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made: Yes <input type="checkbox"/> No <input type="checkbox"/>	I agree to this reference being taken up before an interview or offer of employment being made: Yes <input type="checkbox"/> No <input type="checkbox"/>

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a Criminal Record Check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions unless otherwise filtered in line with current guidance.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:

Where did you see the advertisement for this post?

SUBMIT YOUR APPLICATION

Please send your completed application by email to kate.hannan@inclusiveexeter.org.uk. If called for interview you will be asked to sign your application in person.