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Office Use:

EO Returned & Detached

## Job Application Form

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| THE POST |
| Post Title: |

|  |  |
| --- | --- |
| PERSONAL DETAILS | |
| Surname/Family Name: | First name: |
| Address and postcode: | Home phone number:  Mobile:  Work phone number:  email:  How do you prefer to be contacted? |

|  |  |  |  |
| --- | --- | --- | --- |
| REFERENCES | | | |
| Please give the names and addresses of two people to whom we may write for references.  One referee should be your current or most recent employer or most recent relevant employer.  These referees will only be contacted if you are shortlisted for the post. Please indicate whether or not we may contact them at this stage. | | | |
| Current / most recent employer  Name:  Address:  Tel:  email: | | Second referee  Name:  Address:  Tel:  email: | |
| If you are shortlisted, may we contact this person prior to interview? | | If you are shortlisted, may we contact this person prior to interview? | |
| YES | NO | YES | NO |
| Where did you see this post advertised: | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DETAILS OF CURRENT / MOST RECENT EMPLOYMENT | | | | | |
| Employer:  Address: | | | Job title: | | |
| Date Appointed: | | |
| Length of notice required: | | |
| Is this your current employer? | | YES | | NO | |
| Brief description of duties: | | | | | |
|  | | | | | |
| **PREVIOUS RELEVANT EMPLOYMENT (Paid or unpaid)** | | | | | |
| (Most recent first) | | | | | |
| Job title | Employer | | Dates and Reason for Leaving | | Main Duties |

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| --- | --- | --- |
| EDUCATION | | |
| Please use this space to give details of any formal qualifications you have, giving **the most recent first**. | | |
| School/College etc | Exams Passed | Grade |
|  | | |
| **TRAINING** | | |
| Course Title and Content | Organising Body | Date, Duration and Outcome |

|  |  |
| --- | --- |
| CRIMINAL CONVICTIONS | |
| Do you have any criminal convictions , cautions, warnings, reprimands, binding over or other orders, pending prosecutions or other criminal investigations? | |
| YES | NO |
| If answered Yes please give details:- | |

**Do you possess a full driving licence and have access to a vehicle?**

**Yes No**

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| --- |
| FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION |
| Drawing upon your experience, knowledge, skills and abilities, please explain how you fulfil the requirements set out in the job profile. Experience may have been gained through paid or voluntary work or in the home.  **Please refer to guidance notes enclosed in this application pack.**  **Do not exceed 2 sides of A4 and font size should not be below 12**  **Please attach any additional sheets to this form** |

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| DECLARATION |
| The information contained in this form is, to the best of my knowledge, accurate and complete.  Signed ……………………………………………..……..……….. Date …………….……………………… |

The information contained on this form will remain confidential to Remedi.

Inclusions: Equal Opportunities Monitoring Insert.

Please return this form to Remedi, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW



Guidance Notes for Applicants

Please read this information carefully before completing the application form.

#### Application packs can be received electronically by emailing [rj@remediuk.org](mailto:rj@remediuk.org) or downloaded from our website www.remediuk.org

* All applicants are required to complete an application form. Unless specifically stated, we will not accept CV’s in place of, or in addition to, the form.
* Before you start to complete the application form it is important to read the Job Profile.
* Please fill in all sections of the application form and do not leave blank boxes.
* Continuation sheets can be attached (in moderation) if needed.
* Application forms will need to be photocopied so please use black pen or type. Forms will be disregarded if the handwriting is illegible.
* Forms can be reproduced on a computer but all questions must be exactly as the original.
* Please ensure the job title is shown on the application form, as we are often dealing with more than one post.
* During the process of application (submission, shortlisting, interview) your application form will be stored securely (if submitted electronically your data will be stored on an encrypted and password protected database. If submitted in hard copy format your application form will be stored in a locked filing cabinet accessible only by senior Remedi Management). Your data will not be shared with any third party. Following the application process:-

Successful Candidates : your application documents will be stored electronically on your secure personnel file for the duration of the your employment with Remedi.

Unsuccessful Candidates: Your application documents and interview notes will be stored for a period of two (2) weeks following recruitment (date of interview/s) in order to provide any required feedback. All documents at that point will be permanently deleted or destroyed.

### **Further Information in support of your application / Supporting Statement**

* The application should show how you meet the criteria on the Job Profile. Please give clear, concise examples illustrating how you meet the criteria. These can include relevant examples from outside the workplace.
* When giving information in support of your application please do not exceed 2 sides of A4.

****References****

* + All candidates who are successful at interview will be conditionally offered a job, subject to the receipt of satisfactory references and legal eligibility status to work in Britain checks. These checks do not form part of the selection process, and are only applicable to the successful candidate.

###### ****Before submitting your application****

* Check through the form to make sure that you have included all your relevant skills and experience. Remember: the application form is the only thing we see, we cannot guess about your skills and experience, so tell us even if it seems obvious.
* Print off and keep a copy of your completed application form.
* An Equal Opportunities Monitoring Form is also included in the application pack. This should be returned at the same time as your application. It will be separated from the application and will not be seen by anyone involved in the recruitment panel.
* Finally, make sure you return the form by the closing date. We are unable to consider late applications.

## Reasonable adjustments for disabled applicants

* Remedi will endeavour to make reasonable adjustments (access, personal assistance etc) to enable disabled applicants to attend for interview. If you identify yourself as a disabled person and may require reasonable adjustments to be made in the event you are shortlisted for interview, please describe what these would be on a note attached to your application form.