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**APPLICATION FORM**

**Please complete this application form – the form has been designed to provide all necessary information.**

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| **Post applied for:** | |
| Mr/Mrs/Miss  (delete as appropriate) | |
| First name | Surname |
| Previous names | |
| Address | |
| Postcode | |
| Tel: | |
| Email: | |
| Are you legally eligible to work in the UK? Yes/No | |
| Do you require a work permit or visa? Yes/No | |
| Do you hold a driving licence? Yes/No | Do you own a car? Yes/No |
| If yes, please list any endorsements in the last five years | |
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| **Education** | | | |
| From (mm/yy) | To (mm/yy) | School/College/University | Qualification |
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| --- | --- |
| **Training**  (please list any other relevant training undertaken) |  |
| Training | Date (mm/yy) |
|  |  |

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| --- | --- | --- | --- |
| **Current employment** | | | |
| Dates (mm/yy) from: to: | Name and address of employer | Position held | Reason for leaving |
|  |  |  |  |
| Please outline main duties and responsibilities of your current or most recent employment | | | |

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| --- | --- | --- | --- |
| **Previous employment**  (please list in chronological order, starting with present role first) | | | |
| Dates (mm/yy) from: to: | Name and address of employer | Position held and  summary of duties | Reason for leaving |
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| **Personal Statement**  Please outline your experience to date, highlight specific achievements relevant to the activities set out in the job description and personal specification (continue on a separate sheet if necessary). |
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| Any close relationship to a member of developmentplus staff, trustee or volunteer?  Please state relationship eg. mother and daughter, husband and wife etc |  |

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| Have you ever been convicted of a criminal offence? YES / NO  (declaration subject to the Rehabilitation of Offenders Act 1974) |  |

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| **Do we need to make any reasonable adjustments for you to take part in the interview process? Yes/No**  **If yes/ please specify:** |  |
| Are there any dates when you will not be available for interview? |  |
| If offered, what date would you be able to take up the role? |  |

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| Right to work in the UK  Do you need a work permit to work in the UK? Yes/No |  |

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| --- | --- |
| **References**  (at least one should be your present or most recent employer or, if appropriate, a tutor) | |
| **Referee 1** |  |
| Name |  |
| Job role |  |
| Organisation |  |
| Relationship |  |
| Telephone number: |  |
| Email address: | |
| Can we contact them prior to interview? Yes/No | |
|  | |
| **Referee 2** |  |
| Name |  |
| Job role |  |
| Organisation |  |
| Relationship |  |
| Telephone number: |  |
| Email address: | |
| Can we contact them prior to interview? Yes/No | |

**As part of developmentplus’ commitment to safeguarding the people we work with, where appropriate you may be required to complete an enhanced DBS check.**

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| --- | --- |
| **I hereby declare to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.** | |
| **Signed** | **Date** |
|  |  |

**NOTE:** any false statement within this application regarding qualification or experience or any improper canvassing will result in disqualification.

**Application Deadline:**

Please ensure this form reaches us by the advertised deadline. Applications received after this date cannot be considered.

Please email your completed application form to: [enquiries@developmentplus.org.uk](mailto:enquiries@developmentplus.org.uk)

**Privacy Statement**

developmentplus is committed to safeguarding your privacy and will take all reasonable steps to ensure that your information is secure. It is important you feel completely comfortable and confident that your personal information is in safe hands.

This notice sets out the basis on which developmentplus collect, use and disclose the personal data of our job applicants, as well as your rights to respect of such personal data.

**What information does the organisation collect and how?**

developmentplus collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number.
* details of your qualifications, skills, experience and employment history.
* information from interviews and phone-screenings you may have.
* information about your current level of remuneration, including benefit entitlements.
* information about your entitlement to work in the UK.
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

You can access a copy of our full privacy notice [here](https://developmentplus.org.uk/our-projects/current-projects/privacy-notice/?et_fb=1&PageSpeed=off)

