#### **APPLICATION FORM**

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| **Please return completed form to:**  Email: [hwhprojectmanager@claudiajones.org](mailto:hwhprojectmanager@claudiajones.org)  **With subject line:**  Claudia Jones 001 | **Position applied for:**  Closing Date:  Interviews: Where did you hear about this vacancy? |

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| **1. PERSONAL DETAILS** | | | |
| Mr/Mrs/Miss/Ms/Other:       Surname: | | Forenames: | |
| Address: | |  | |
| Daytime tel. no:        Home tel. no:        Mobile no: | Email address: | | Holiday arrangements planned: |

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| **2. EDUCATION HISTORY** | | | | | | | | |
|  | | | **Dates**  **attended** | | | **Qualifications** | | **Result/Grade** |
| **Schools:** | | |  | | |  | |  |
| **Colleges/Universities:** | | |  | | |  | |  |
| **Other training (i.e., Management):** | | |  | | |  | |  |
| **3. EMPLOYMENT HISTORY**  (Please list in reverse order the organisations for which you have worked) | | | | | | | | |
| **Name(s) of Employer(s)** | **Dates** | | | **Position held and main responsibilities** | | | **Reason for leaving** | |
|  | **From** | **To** | |  | | |  | |
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| **4. SUPPORTING INFORMATION** | | | | | | | | |
| Please tell us how you think your skills and experience meet the criteria outlined in the job description and person specification. You should provide enough information to fill an A4 sheet. | | | | | | | | |
| **5. SUPPLEMENTARY INFORMATION** | | | | | | | | |
| Have you applied to work at the Claudia Jones Organisation before? Yes/No  If yes please indicate the job applied for: | | | | | | | | |
| Current/Last Salary | | | | | | | | |
| Do you have pending or have you ever been convicted of a criminal offence (other than minor driving offences) which is not a spent conviction under the Rehabilitation of Offenders Legislation?  Yes/No | | | | | | | | |
| If yes, please give further information (use separate sheet if necessary): | | | | | | | | |
| All staff and volunteers at the Claudia Jones Organisation are required to consent to a background check through the Disclosure and Barring Service (DBS). | | | | | | | | |
| Due to the nature of the post, Claudia Jones Organisation may from time to time require employees to work flexible/unsocial hours. Would you be able to? Never/Occasionally/Frequently: | | | | | | | | |
| **6. REFERENCES** | | | | | | | | |
| If we offer you the post we will want to take up references immediately after the offer is made, but not before. Any offer of employment will be subject to our receiving satisfactory references. Please state the name of at least two referees below, one of whom must be your present or most recent employer. | | | | | | | | |
| Name: | | | | | Name: | | | |
| Position and relationship to you: | | | | | Position and relationship to you: | | | |
| Address: | | | | | Address: | | | |
| Phone number: | | | | | Phone number: | | | |
| E-mail: | | | | | E-mail: | | | |

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| **7. Monitoring** | | |
| Do you need permission to work in the UK? If yes which visa do you hold? | Yes/No |  |
| Convictions (Rehabilitation of Offenders Act 1974)  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)? Yes / No |  |  |
| If yes, please provide full details of the offence(s), conviction(s) and caution(s) and return them in a sealed, stamped addressed envelope along with your application. These will be considered if you are selected for short listing, otherwise, the envelope will be returned to you unopened. |  |  |

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| **Declaration of Applicant**  I hereby explicitly consent to the Claudia Jones Organisation holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Data Protection:** Your signature on this form authorises the Personnel Administrator to process this personal data and sensitive personal data for the purposes of your application for employment with the Claudia Jones Organisation. It will be treated and filed as confidential information. It will not be made available to a third party without written permission from the applicant. If you are appointed to the post your application form will be kept for the duration of your employment. If you are not appointed to the post, the form will be kept for 6 months and then destroyed. I understand that the personal data which I have provided on this form may be stored in paper or electronic form in accordance with the Claudia Jones Organisation’s policy on Data Protection and with the provisions of the Data Protection Act 1998. |