

Application form

(Please refer to the application pack to help you fill in this form)

|  |  |
| --- | --- |
| Return this form to: [recruitment@oasisproject.org.uk](mailto:recruitment@oasisproject.org.uk) | |
| Position applied for: | |
| Where did you see the post advertised? | |
| **Personal Details** | |
| Title |  |
| Name |  |
| Address |  |
| Email |  |
| Telephone (Landline) |  |
| Telephone (Mobile) |  |
| National Insurance No |  |
| Do you hold a current driving licence? | (Yes/No) |
| Do you have a current right to work in the UK? | (Yes/No) |
| If no, please provide details: | |
| If you are a Non-UK EU citizen, have you applied for your “settlement status”? (Yes/No) | |

|  |  |
| --- | --- |
| **Present Employment (or details of last employment if currently unemployed)** | |
| Employers name / address |  |
| Job Title |  |
| Dates employed (from – to) |  |
| Salary |  |
| Brief description of your role and responsibilities |  |
| Reason for seeking new employment |  |

|  |  |  |
| --- | --- | --- |
| **Relevant Employment History (including volunteering)** | | |
| **Name and Address of Employer** | **Job title and main duties in brief** | **Dates of employment and reason for leaving** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Education / Qualifications** | | |
| **School / College / University Name** | **Dates** | **Course** | **Qualification Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Please note here any courses, CPD or professional development undertaken, any membership you hold of professional bodies, including grade of membership or other relevant details: | | |
|  | **Personal Statement – Please refer to the guidance in the application pack** | | |
|  | Please detail how you meet the criteria listed in the person specification **(750 words max)** | | |

|  |
| --- |
| **References** |
| Please note here the **names, company name (where applicable) and addresses of two persons** from whom we may obtain both work and character references. If you can provide an email address for them, this is helpful.  1.  2. |

|  |  |
| --- | --- |
| **Availability** | |
| Are you available on the proposed interview dates? | (Yes/No) |
| If successful, when would you be able to take up new employment? |  |

|  |  |
| --- | --- |
| **Conflicts of interest** | |
| Do you have any commitments which make demands upon your time or any relationships which have the potential to represent a conflict of interest with the job you are applying for? | (Yes/No) |
| If yes, please give brief details |  |

|  |  |
| --- | --- |
| **Disabilities** | |
| Do you consider yourself to have a disability? | (Yes/No) |
| If yes, are there any arrangements we can make for you if you are called for interview? |  |

|  |  |
| --- | --- |
| **Criminal Record** | |
| This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent please contact Nacro for further advice ([www.nacro.org.uk](http://www.nacro.org.uk)).  Do you have any unspent convictions? (Yes/No)  If you have answered yes, you have two options on how to disclose your criminal record: | |
| **Option 1** – please provide details of your criminal record here |  |
| **Option 2** – You can disclose your record separately by enclosing written details in an envelope stapled to this form (if submitting by post) or attaching along with your application to an email (if submitting electronically). In either case, mark the document/s as confidential and label with your name and the details of the post you are applying for. | Mark an **X** in this box if you have attached details of your conviction/s separately |

|  |
| --- |
| **Data protection statement** |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of English GDPR law to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice on our website. <http://www.oasisproject.org.uk/information/your-privacy/> |

|  |
| --- |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| **Signed**  (electronic signature is acceptable) |
| **Date** |