



Admin use only – applicant number	
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Job Application Form – PART 1 (will not be seen by the interview panel before shortlisting)

Application for the post of:

Where did you see this post advertised?

PERSONAL DETAILS

Forename and Surname _____

Permanent Address _____

Post Code _____

Telephone Nos:

Daytime: _____

Evening: _____

Mobile: _____

E mail: _____

Preferred method of contact: _____

Where relevant to the post - do you hold a current driving licence and have the use of a car?
YES/NO

Give details of any penalties on your licence or convictions pending:

REFEREES:

Please give details of two people not related to you who may be approached for references as to your suitability for this post. One should be your present employer (last employer if not currently employed) and the other your previous employer.

1		2	
Name		Name	
Job Title and Address		Job Title and Address	
Contact Number		Contact Number	
Email		Email	
Relationship		Relationship	

Do you have any objection to references being sought prior to interview? YES/NO

ENTITLEMENT TO WORK IN THE UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, your birth certificate, passport, etc.)

Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? YES/NO
If you already have a work permit, please give the expiry date:

CRIMINAL CONVICTIONS

We are positive about the employment of people with previous criminal convictions. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all previous convictions, however minor, must be disclosed. We will consider all applications on an individual basis and previous convictions will not necessarily have an impact on our decision making.

Have you ever been convicted of an offence (including motoring offences)? <u>YES/NO</u>
If <u>YES</u> , please give details:

DECLARATION OF INTERESTS

Are you related to, or do you have a close relationship with any employee, occasional worker, contractor or Board member of Pathways to Independence? (to the best of your knowledge)

YES/NO

If yes, please give details

INTERVIEW ARRANGEMENTS

If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details

Previous:	Dates:..... Position:..... Main Responsibilities:..... Reason for leaving: Salary:.....
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Continue on a separate sheet if necessary with a brief summary of previous employers and roles held.
 Please put your full name on any additional sheets.

PERIODS NOT ACCOUNTED FOR (Please give details of what you were doing during gaps in employment of more than two weeks (but not holidays) e.g. registered unemployed etc)

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OUTSIDE INTERESTS

Please give brief details of your interests outside of work.

SUPPORTING STATEMENT

Please give your reasons for applying. It is extremely important that you give as many clear examples as you can illustrating how you specifically meet the requirements of the job as detailed in the Job Description and Person Specification. Please tell us what relevant skills, qualifications and experience you have that would enable you to work successfully in this role.

Please continue on a separate sheet if required (MAXIMUM TWO extra sheets).

Our values are important to us and form the foundation of the service we deliver to our clients. These are: Integrity, Empathy, Nurturing, Fairness and Challenging. Please tell us about times when you have demonstrated some of these in your work or everyday life.

DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signature: _____ Date: _____

Please return completed forms to:

Recruits1@pathwaysltd.org.uk

Or by post to:

**Recruitment
Pathways to Independence
25 Victoria Street
Rochester
Kent
ME1 1XJ**

Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary to complete the recruitment process. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.