

CONFIDENTIAL

### **Application Form**

Please complete this form accurately and in full as it forms the initial stage in the selection procedure. **PLEASE NOTE**: Make sure that you read the Application Guidance document and show us how you fit the Person Specification, since this is how we will decide who to call for interview.

|  |
| --- |
| Application for the post of: |
|  |

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  |  | Initial(s) of other name(s): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Home: |  |
|  |  |  |
|  | Work: |  |
|  |  |  |
|  | May we contact you there? |  |

|  |  |
| --- | --- |
| Email Address: |  |

**DECLARATION**

I certify that to the best my knowledge the information I have given is correct. (Providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Please return your completed form**:  by email to: [Recruitment@wolverhamptonvsc.org.uk](mailto:Recruitment@wolverhamptonvsc.org.uk)    or by post, or by hand to : Wolverhampton Voluntary Sector Council  16 Temple Street  Wolverhampton  WV2 4AN    **CLOSING DATE: Thursday 25 February 2021 at 12 noon**  **INTERVIEW DATE: Week Commencing 29 February 2021** |
|  |

**Please remember to complete and return the recruitment monitoring form.**



This project receives support from

Registered Charity

No. 700910

Company Ltd by Guarantee

No. 2288239

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| For internal use only |  |  |  |
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**EDUCATION / TRAINING / QUALIFICATIONS**

Please give details of all nationally recognised qualifications awarded/results awaited; from GCSE advanced level to further degree level or the equivalent in chronological order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attended** | | **Name of School/College** | **Qualifications** | **Grade/Level** |
| **From (mm/yy)** | **To (mm/yy)** |
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**RELEVENT NON-QUALIFICATION LEARNING**

Please tell us about other relevant learning that you have taken part in such as courses, mentoring, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attended** | | **Name of Training Provider** | **Title of Training** | **Grade/Level**  **If appropriate** |
| **From (mm/yy)** | **To (mm/yy)** |
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(Continue on a separate sheet if necessary – please make sure you put your initials on each extra sheet)

|  |  |
| --- | --- |
| Membership of Professional Bodies | **YES NO** |

**PRESENT / LAST EMPLOYMENT**

|  |  |
| --- | --- |
| Name of the Organisation: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Job Title: |  |
|  |  |  |
|  | Salary: |  |
|  |  |  |
|  | Date appointed: |  |
|  |  |  |
|  | Notice required / Date left: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Please describe your duties and responsibilities: | |
| (Copy and paste as an additional sheet if necessary – or use a continuation sheet with initials on any extra sheet if handwriting your application). | |
| Please explain any gap in employment between this and the previous employment | |  |

**PAST EMPLOYMENT (MOST RECENT FIRST)**

***Please provide a full employment history – copy and paste additional pages as necessary***

|  |  |
| --- | --- |
| Employer’s Name : |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
|  |  |  |
|  | Date appointed: |  |
|  |  |  |
|  | Date left: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

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| --- | --- | --- |
| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |
|  | |  |
|  |  | |
| Employer’s Name : |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
|  |  |  |
|  | Date appointed: |  |
|  |  |  |
|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| --- | --- | --- |
| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |
|  | |  |
|  | |  |
| Employer’s Name: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
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|  | Date appointed: |  |
|  |  |  |
|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| --- | --- | --- |
| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |

**PAST EMPLOYMENT (MOST RECENT FIRST)**

***Please provide a full employment history – copy and paste additional pages as necessary***

|  |  |
| --- | --- |
| Employer’s Name : |  |

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| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
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|  | Job Title: |  |
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|  | Date appointed: |  |
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|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |
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| Employer’s Name : |  | |

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| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
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|  | Date appointed: |  |
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|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |
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| Employer’s Name: | |  |

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| Address:  Postcode: |  |  | Telephone: |  |
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|  | Job Title: |  |
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|  | Date appointed: |  |
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|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| --- | --- | --- |
| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |

**PAST EMPLOYMENT (MOST RECENT FIRST)**

***Please provide a full employment history – copy and paste additional pages as necessary***

|  |  |
| --- | --- |
| Employer’s Name : |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
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|  | Date appointed: |  |
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|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| --- | --- | --- |
| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |
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| Employer’s Name : |  | |

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| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
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|  | Date appointed: |  |
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|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |
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| Employer’s Name: | |  |

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| --- | --- | --- | --- | --- |
| Address:  Postcode: |  |  | Telephone: |  |
|  |  |  |
|  | Job Title: |  |
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|  | Date appointed: |  |
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|  | Date left: |  |

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| --- | --- |
| Reason for Leaving: |  |

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| --- | --- | --- |
| Brief Details of Duties and Achievements: |  | |
| Please explain any gap in employment between this and the previous employment | |  |

**EXPERIENCE**

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| --- |
| Please give details of your experience, special knowledge, skills, personal qualities and motivation which are relevant to this particular job, together with any other information including leisure interest, activities and community work to which you may wish to draw attention.  **MAKE SURE YOU HAVE READ THE GUIDELINES BEFORE COMPLETING THIS SECTION – THIS IS WHERE MOST APPLICATIONS SUCCEED OR FALL SHORT.** |
| (Copy and paste as an additional sheet if necessary – or use a continuation sheet with initials on any extra sheet if handwriting your application). |

**REFERENCES**

|  |  |
| --- | --- |
| Please give names, addresses and status of two referees who can comment as to your suitability for the post. If possible, at least one reference should be from your present/last employer and one reference should be from someone with experience of employing you for the type of work covered by the post (this could also be your present / last employer as appropriate). | |
| **First Reference (Current or most recent employer)**   |  |  |  | | --- | --- | --- | | Name | |  | | Organisation: | |  | |  | |  | | Job Title: | |  | |  | |  | | Telephone: | |  | |  | |  | | Address:  Postcode: | |  | |  | |  | |  | |  | | Relationship to you: | |  | |  | |  | | Email address: |  | | |  |  | | | Do you wish to be consulted before this referee is  approached?  **YES NO** | | | | **Second Reference**   |  |  |  | | --- | --- | --- | | Name | |  | | Organisation: | |  | |  | |  | | Job Title: | |  | |  | |  | | Telephone: | |  | |  | |  | | Address:  Postcode: | |  | |  | |  | |  | |  | | Relationship to you: | |  | |  | |  | | Email address: |  | | |  |  | | | Do you wish to be consulted before this referee is  approached?  **YES NO** | | | |

**CRIMINAL CONVICTIONS**

|  |
| --- |
| **PLEASE NOTE if this post is covered by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)** WVSC will request the relevant Disclosure and Barring Service check / Barred List check from any successful applicant.  Any positive disclosures will be assessed on an individual basis to see if they make the applicant unsuitable for the post being applied for.  Short-listed candidates will also be asked to complete a Self-Disclosure form relating to relevant convictions, adult cautions or other matters which may affect your suitability to work with children, or adults with care and support needs. The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  Full details about this process including links to the filtering of these cautions and convictions can be found in our Application Guidelines. |

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 (including General Data Protection Regulation updates) the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information, including sickness absence you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of within 12 months.

**Please remember to complete and return the recruitment monitoring form.**