

We are committed to equal opportunities and welcome applications from all sections of the community.

Post applied for:			
Job Reference Number:		Closing Date:	

1. PERSONAL DETAILS

First Name			Surname			Mr/Mrs/Ms/Miss
Address:					Postcode:	
Email Address: (mandatory)						
Telephone Numbers	Home:	Work:		Mobile:		
Can we contact you at work?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you have entitlement to work in the United Kingdom?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes, is your entitlement time limited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Expiry Date:			
National Insurance Number						
Do you have a driving License?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please indicate type:			
Do you have access to a vehicle, which can be used for work purposes?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you have any live endorsements/penalty points on your driving license?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes, please provide details:						
Do you have business insurance?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			

2. EDUCATION/QUALIFICATIONS (Give details of all secondary schools/colleges attended. You will be required to provide evidence of qualifications gained).

Name of Secondary School / College / University	Dates		Qualification	Grade Attained
	From	To		

What personal qualities, strengths and skills do you have that would make you good at this job? Please use examples to demonstrate how this relates to the person specification.

What are your hobbies and interests?

What further information would you like to tell us that is relevant to this post? This could include voluntary work, life experience, training, work experience or transferable skills.

6. EMPLOYMENT HISTORY

Please enter your employment history covering the last 5 years starting with your current or most recent employer.

Current Employer/Univ.	Start Date:		End Date:	
Company/Org. Name:			Job Title:	
Address:			Postcode:	
Manager/Tutor Name:			Tel No:	
Reason for leaving:			Current Salary:	
Outline of duties and responsibilities:				
Previous Employer/Univ.	Start Date:		End Date:	
Company/Org. Name:			Job Title:	
Address:			Postcode:	
Manager/Tutor Name:			Tel No:	
Reason for leaving:			Salary:	
Outline of duties and responsibilities:				
Previous Employer/Univ.	Start Date:		End Date:	
Company/Org. Name:			Job Title:	
Address:			Postcode:	
Manager/Tutor Name:			Tel No:	
Reason for leaving:			Salary:	
Outline of duties and responsibilities:				
Previous Employer/Univ.	Start Date:		End Date:	
Company/Org. Name:			Job Title:	
Address:			Postcode:	
Manager/Tutor Name:			Tel No:	
Reason for leaving:			Salary:	
Outline of duties and responsibilities:				

If you have had any gaps in employment during this last 5 year period enter the dates and reasons, for example: college/university study, student placements, volunteer placements, reason for unemployment history.

7. LANGUAGES

Please list all languages spoken fluently and any languages which although not fluent in, you have a good working knowledge of.

Language Spoken		
	Fluent <input type="checkbox"/>	Good Working Knowledge <input type="checkbox"/>
	Fluent <input type="checkbox"/>	Good Working Knowledge <input type="checkbox"/>
	Fluent <input type="checkbox"/>	Good Working Knowledge <input type="checkbox"/>

8. WORKING ENVIRONMENT

SMOKING: As you will be working with individuals you may be in contact with people who choose to smoke. Are you prepared to work in this environment?

Yes No

PETS: Are you prepared to work in a home with pets?

Yes No

9. REFERENCES

Please enter the names and addresses of two referees. One should be your present or most recent employer/place of study. References will only be taken up and considered after selection and an offer of employment has been made. (Please note that relatives or friends may not be used as a referee).

Referee 1	Start Date:	End Date:
Current Employer/Univ.	Manager/Tutor Name:	Relationship:
Company/Org. Name:		
Address:		
		Postcode:
Telephone Number:		
Work Email:		
Referee 2	Start Date:	End Date:
Previous Employer/Univ.	Manager/Tutor Name:	Relationship:
Company/Org. Name:		
Address:		
		Postcode:
Telephone Number:		
Work Email:		

If the above references do not cover your last 5 year employment/study history, please provide further referee details on an additional page and explain any gaps.

10. RELATIONSHIPS

Are you related to any employee or Person We Support?

Yes No

If yes, please give details:

Name	Relationship	Staff Member?	Person We Support?
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Where did you see this vacancy advertisement?

Did a Future Directions CIC staff member recommend that you apply for a job at Future Directions CIC?

Yes No

If Yes, who was the staff member?

11. DISCLOSURE AND BARRING CHECKS?

Offers of employment to regulated/controlled and exempt posts will be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service.

The Safeguarding Vulnerable Groups Act

In 2012 the new Disclosure and Barring Service (DBS) was launched. All applicants for posts that are defined as a "regulated" or "controlled" activity within the company will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of criminal offence involving a sentence of not more than 2 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore, disclose whether you have any previous convictions and whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However should you not disclose any convictions you have, it could lead to your application being rejected, or if you are appointed, may later lead to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

Only convictions that are relevant to the job in question will be taken into account.

Do you have any spent criminal convictions?

Yes No

If yes, please give details:

12. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I acknowledge that providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or where the discovery is made after an appointment in termination of contract. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signature:

Date:

For Office Use:

Details entered by HR Department

Yes No

Return your completed application form by email to hr@futuredirectionscic.co.uk or by post to HR Department, Future Directions CIC, Marle House, Oldham Broadway, Broadgate, Chadderton, Oldham, OL9 9XA.