

**Job Application Form**

\*Please note that shortlisting takes place on an anonymous basis therefore pages 1 and 7 of this application will not be available to the panel

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| Post you are applying for: |  | Hrs p/w |  |

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| --- | --- | --- | --- | --- | --- |
| Miss/Mrs/Ms/Master/Mr/Mx |  | | | | |
| First name |  | | | | |
| Surname |  | | | | |
| Previous Surname(s) |  | | | | |
| Address |  | | | | |
|  | | | | | |
|  | | | | | |
|  | | | Post Code |  | |
| Email |  | | | | |
| Tel Home |  | May we call you on this no? | | | Yes /No \* |
| Mobile: |  | May we call you on this no? | | | Yes /No \* |
| Tel work: |  | May we call you on this no? | | | Yes /No \* |
|  | | | | | |
| Are you related to any member of the organisation (Trustees/Employees)?  If yes, please specify: | | | | | |
|  | | | | | |
| Please specify any dates that you would be unable to attend to an interview: | | | | | |
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| **References:** Please provide the details of two referees who can comment on your suitability for the post. One should be your current or most recent employer, if you have one, and from within the last 3 years. Please do not give relatives or friends. If you are in full time education, please give the name of your tutor. | | | | | | | | |
| Referee One | | | |  | Referee Two | | | |
| Name |  | | |  | Name |  | | |
| Position |  | | |  | Position |  | | |
| Address |  | | |  | Address |  | | |
| Tel: |  | | |  | Tel: |  | | |
| Email: |  | | |  | Email: |  | | |
| Can we approach before interview | | | Yes /No \* |  | Can we approach before interview | | | Yes /No \* |
| Please say in what capacity you know this person & for how long | |  | |  | Please say in what capacity you know this person & for how long | |  | |

\*please delete as appropriate

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| --- | --- | --- | --- |
| **Education:** Please provide details of your education from high/secondary school starting with the most recent | | | |
| Name of Establishment | Dates attended | | Subjects studied/qualifications gained and grades achieved |
| From | To |
|  |  |  |  |

**Please continue on an additional sheet if required**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment Experience** - Current or most recent Employer | | | | | | | | | |
| Name of Employer | | |  | | | | | | |
| Address | | |  | | | | | | |
| Job Title | | |  | | | | | | |
| Main Responsibilities | | |  | | | | | | |
| Date Started | | |  | | | Salary/Pay |  | | |
| Reason for leaving | | | |  | | | | | |
| Notice Period/Start date | | | |  | | | | | |
| **Employment Experience -** If you have less than 3 years of employment history please include any voluntary or unpaid work. Also, account for any breaks in employment | | | | | | | | | |
| Dates | | Name of organisation | | | Post held and a brief description of responsibilities | | | Salary on leaving | Reason for leaving |
| From | To |
|  |  |  | | |  | | |  |  |

Please continue on an additional sheet if required

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| --- | --- |
| **Training and professional development, Vocational Qualifications, Professional Memberships, Skills** | |
| Please provide details of any vocational qualifications or skills that you possess, or training that you have received which you consider to be relevant to the role for which you have applied. Please also provide full details of any professional membership. | |
|  | |
| **Community and voluntary work experience**  Please tell us about any voluntary work experience you have gained or about your involvement in community and voluntary groups which is not included above. |
|  |
| **Supporting Statement:**  Using the Job Description and person specification, give specific examples of past experience to demonstrate your skills and capabilities against each of the essential elements of the person specification, and where possible how you meet the desirable elements. You should highlight any knowledge, experience and skills from your current or previous jobs and include any other information that may be helpful to your application. This forms a critical part of the short listing process, and the panel will assess how well you demonstrate performance and experience against the person specification. Please continue on a separate page if required. CVs will not be accepted. **Please use no more than 1,000 words or 2 sides of A4.** |
|  |
| **General Information (This page will be separated before short-listing)** |
| **If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.** |
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| Magpies jobs are offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. **In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.** 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) by SI 2013, must be disclosed. | | |
| Do you have any criminal convictions? | Yes /No | If yes please give details below |
| Have you ever received a caution, reprimand or final warning from the police | Yes /No |
| Have you ever been disqualified from working with children? | Yes /No |
| Any offer of employment is conditional upon a DBS, which we consider to be satisfactory. If you have a criminal record this will not automatically debar you from employment, instead, each case will be assessed fairly | | |
| If you said yes to any of the above, please give us the details here | | |

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| **Declaration:**  **I hereby declare that to the best of my knowledge, all the information given by me is correct.**  **I agree that Magpies has the right to validate any of the information provided. I understand that any false statements could result in my dismissal if appointed.**  **I confirm that I am legally eligible to work in the United Kingdom.**  **I consent to the Charity processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.**  **I confirm that I am not barred from working with children and/or young people or subject to sanctions imposed by a regulatory body (roles exempt from the Rehabilitation of Offenders Act only).**  **I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and, if appropriate, a medical report all of which must be deemed by Magpies as satisfactory** | | | |
| Signature: |  | Date: |  |

NB - If you are returning this form by email, you will be asked to sign your application at interview

**Please send the completed form to:**

Magpies, Unit 15, Calderdale Business Park, Halifax HX2 8DB or email [jobs@magpies.org.uk](mailto:jobs@magpies.org.uk%20)