



APPLICATION FORM Confidential

Position applied for:	
Closing date:	
Please state how you found out about the vacancy:	

1. Personal Details

Surname:	
Forenames (in full):	
Address:	
Postcode:	
Telephone (evening):	
Telephone (day):	
Mobile:	
Email:	
National Insurance No.	

PLEASE CONTACT US IF YOU ARE DISABLED AND NEED ANY ADJUSTMENTS FOR THE INTERVIEW.

2. Career history (including voluntary, home based or part time work)

a) Current or most recent employment

Employer's name, address, and Type of business	Post held	Dates (from – to)	Final salary	Reason for leaving	Notice required

b) Job title/description

Briefly describe your current/most recent employment, highlighting duties and responsibilities

Job title:

Details of job:

3. Past employment

Please provide details of your previous employment history, starting with the most recent job and accounting for any periods of time not spent in further education or employment. For posts within the last 5 years please confirm salary details. Please include any voluntary, home based or part time work. (please continue on a separate sheet if necessary).

Name & address Of employer	Position held	Dates (from – to)	Final salary	Reason for leaving

4. Education, professional qualifications and training

Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

Please include all educational institutions attended; all professional qualifications and all training courses attended if relevant to the person specification.

Qualification	Institution or Accredited Body	Date gained	Level attained or award given

5. Most relevant experience/skills/abilities/reasons for applying

The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills required to do the job. You must demonstrate in this section how you meet the person specification. Whether or not you are short listed for interview will depend on how well you demonstrate your ability to meet these essential criteria. CV's are not acceptable. Please attach additional sheets if necessary.

6. Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

Do you have any convictions, cautions, reprimands or final warnings, or do you have any court cases pending, that are not "protected" or "filtered" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#)

Yes No (please tick one)

If yes, please give details, with dates of offences, sentences, cautions, reprimands, final warning and court cases pending.

Date of offence

Nature of offence

Sentence or nature of police/court sanction

The information contained in this form will only be seen by staff involved in the recruitment process.

All our posts require an enhanced disclosure check; please provide details of any police enquiries made against you, which may have a bearing on your suitability for the post.

Malvern Special Families believes that having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the post and the circumstances and background to the offence(s).

7. Referees

Please give details of two people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer. As all our posts require an enhanced disclosure check, Malvern Special Families will approach the referees prior to interview. If you **do not** wish us to do this please tick here .

Malvern Special Families has the right to contact any of your previous employers.

a. Present/most recent employer

Name:	
Job title:	
Address:	
Postcode:	
Tel:	
Email address:	

Second Referee

Name:	
Job title:	
Address:	
Postcode:	
Tel:	
Email address:	
In what capacity is this person known to you?	

8. Data protection

Information given in this application will be controlled under data protection legislation and will be used for the purposes of recruitment within Malvern Special Families. Should your application be successful, the information will then be used for your personnel records and payroll purposes. The information provided will be processed both manually and automatically for these purposes.

9. Declaration

Before signing the declaration, please read the following carefully.

If you omit information that we have asked for, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary and in some case legal action against you.

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand that an enhanced DBS check will be sought in the event of my application being successful and that a post will only be offered upon receipt of a clear enhanced DBS, and two satisfactory references.

Signature:

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Date:

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Please return to: Malvern Special Families, Malvern Health Centre, Prospect View, 300 Pickersleigh Road, Malvern, WR14 2GP Email: malvernspecialfamilies@gmail.com