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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for employment (external applicants)** | | | | | | | | | | | | | | | |
| Return this form to:  [Nicci@cornerstoneresources.co.uk](mailto:Nicci@cornerstoneresources.co.uk) | | | | Vacancy Ref No (if applicable): | | | | | | | | | | | |
| Position applied for: | | | | | | | | | | | |
| Where did you hear about this vacancy? | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | | | | | |
| Title: |  | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | |
| Email: |  | | | | | | | | | | | | | | |
| Telephone (landline): |  | | | | | | | | | | | | | | |
| Mobile: |  | | | | | | | | | | | | | | |
| National Insurance No: |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Do you hold a current driving licence? | | | | | | Yes | |  | | | No | | |  | |
| Groups: | | | | | | | | | | | | | | | |
| Expiry date: | | | | | | | | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | | | | | | | | |
| **Right to Work** | | | | | | | | | | | | | | | |
| Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK. | | | | | | | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | | | Yes | |  | | | No | | |  | |
| If no, please provide details: | | | | | | | | | | | | | | | |
| **Reasonable adjustments** | | | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | Yes | | |  | | | No | | |  |
| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process: | | | | | | | | | | | | | | | |
| **Education history**  ***(please continue on a separate sheet, if necessary)*** | | | | | | | | | | | | | | | |
| **School / College / University** | | **Dates (from / to)** | | | | **Qualifications, subjects & grades gained** | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | |
| **Current employment** | | | | | | | | | | | | | | | |
| **Name & address of employer** | | **Job title** | | | | | **Reason for leaving** | | | | | | | | |
|  | |  | | | | |  | | | | | | | | |
| **Current duties & responsibilities** | | | | | | | | | | | | | | | |
| **Notice period required with current employer:** | | | | | | | | | | | | | | | |
| **Employment history**  ***(Please list all employment, explaining any gaps between posts since you finished full time education, beginning with your most recent employer. Please continue on a separate sheet, if necessary)*** | | | | | | | | | | | | | | | |
| **Name & address of employer(s)** | | **Job title & main duties** | | | | **Start & end dates & reason for leaving** | | | | | | | | | |
|  | |  | | | |  | | | | | | | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | | | | | | | | |
| **References** | | | | | | | | | | | | | | | |
| Please note here the names, organisation name (where applicable), email addresses, addresses & phone numbers of two people from whom we may obtain both work and character references. **One must be your current / most recent employer.**  *No approach will be made to your present or previous employers before an offer of employment is made.* | | | | | | | | | | | | | | | |
| 1. | | | 2. | | | | | | | | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | | | | | | | | |
| **Personal development** | | | | | | | | | | | | | | | |
| Please include any courses, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes & dates where applicable: | | | | | | | | | | | | | | | |
| **Suitability for the Role**  ***(please continue on a separate sheet, if necessary)*** | | | | | | | | | | | | | | | |
| Please detail here how you meet the requirements of the role, particularly why you would like to work for Transform Widnes and your reasons for applying for this position. This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of: | | | | | | | | | | | | | | | |
| Please tell us if there are any dates when you will not be available for interview: | | | | | | | | | | | | | | | |
| **Criminal Record Disclosure** | | | | | | | | | | | | | | | |
| Due to the nature of the work for which you are applying (working with children), this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974: which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment.  We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. Any information will be completely confidential and will be considered only in relation to this application. In addition, you will be required to submit to an Enhanced Disclosure and Barring check. Any offer of employment will be subject to a satisfactory disclosure report. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. Suitability will be considered in the light of all available information.  *In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.* | | | | | | | | | | | | | | | |
| Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?  If yes, please give details below. | | | | | Yes | |  | | | No | | |  | | |
|  | | | | | | | | | | | | | | | |
| *Please note, you can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked* ***CONFIDENTIAL*** *and state your name and the details of the post.*  ***I have attached details of my conviction separately:***  ***\_\_\_\_\_ (please mark with an X if appropriate)*** | | | | | | | | | | | | | | | |
| **Data protection statement** | | | | | | | | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Transform Widnes will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legal obligation and legitimate interest to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please contact our outsources HR provider, Cornerstone Resources Ltd ([hello@cornerstoneresources.co.uk](mailto:hello@cornerstoneresources.co.uk)) for a copy of our privacy notice for job applicants. | | | | | | | | | | | | | | | |
| **Declaration**  ***(please read this carefully before signing)*** | | | | | | | | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Transform Widnes being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, and Enhanced DBS check and probationary period. | | | | | | | | | | | | | | | |
| **Signed:** | | | | | | | | | | | | | | | |  | Date: |
|  | | | | | | | | | | | | | | | |
| **Date:** | | | | | | | | | | | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, clearly marking the page number. | | | | | | | | | | | | | | | |