

## The Othona Community – Application for Employment

Please complete this form and attach a full **CV** and **supporting letter** explaining why you are applying for this position and how you meet the selection criteria outlined in the Job Description document.

<b>Post applied for:</b>	
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<b>Personal details</b>	
Title	Forename
Surname/family name	
Current address	
Postcode	Country
Daytime tel.	Mobile tel.
Email	

<b>Referee details</b> <i>Please provide details of three referees, one of whom must be your current or most recent employer. It is our policy to request references for shortlisted candidates prior to interview.</i>	
<b>Referee 1</b>	
Title	Forename
Surname/family name	
Job title	
Company name (if applicable)	
Address	
Postcode	Country
Contact no.	Email
Referee's relationship to you	
May we contact this referee at any time?	YES/NO

## The Othona Community – Application for Employment

<b>Referee 2</b>	
Title	Forename
Surname/family name	
Job title	
Company name (if applicable)	
Address	
Postcode	Country
Contact no.	Email
Referee's relationship to you	
May we contact this referee at any time?	YES/NO

<b>Effective recruitment</b>
To help us with future recruitment please indicate how you found out about this vacancy.

<b>Previous employment matters</b>	
Are there any disciplinary proceedings against you which are still "live"?	YES/NO
If YES, please give details, including any pending proceedings.	

<b>Working in the UK</b>	
Do you have the right to work in the UK?	YES/NO
If YES, please note any conditions attached, for example time limitations	

## The Othona Community – Application for Employment

<b>Previous employment</b>	
Have you ever worked or volunteered for The Othona Community?	YES/NO
If YES, please give dates and reasons for leaving	

<b>Fair recruitment</b>	
To ensure a fair recruitment process, please state whether you know, or are related to, any trustee or current employee of The Othona Community who could be involved in selection decision for this post or who is otherwise closely associated with this post	YES/NO
If YES, please give details	

<b>Unspent criminal convictions</b>	
<i>We will not necessarily bar an applicant from employment because of an unspent criminal conviction; the nature of the conviction and its relevance to the post will be considered.</i>	
Do you have any unspent criminal convictions, bind-overs, cautions, warnings or reprimands?	YES/NO
Are there any criminal proceedings currently pending against you?	YES/NO
If YES, please supply the following details in a sealed envelope marked 'strictly confidential' to the contact name detailed in the advert: nature of offence(s), date of conviction(s), penalty. This information will be held on a strictly confidential basis, in compliance with the Data Protection Act, and only discussed with the selection panel where it is relevant to the post for which you have applied.	

### ALL APPLICANTS MUST SIGN THE DECLARATION BELOW

**Declaration:** The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment may be conditional upon satisfactory screening.

I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds for rejecting this application or subsequent dismissal, if employed by The Othona Community. This also applies to any medical questionnaire/forms I may complete.

I consent to be contacted by The Othona Community at any date regarding my application.

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Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service. (Please note that 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 at the Disclosure and Barring Service website.)

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the Data Protection Act 1998.

Signed:..... Date .....