

# GUIDELINES FOR COMPLETION OF THIS APPLICATION FORM

HOPE INTO ACTION PORTSMOUTH asks all applicants to complete the information below fully and to the best of your ability.

Once complete, please return it by email to [steve.macfarlane@hopeintoaction.org.uk](mailto:steve.macfarlane@hopeintoaction.org.uk) or by post, ensuring it reaches us by the advertised closing date at:

Chair of Trustees

Hope into Action Portsmouth

Poppy Room, St Cuthbert’s Centre

Lichfield Road

Portsmouth

PO3 6DE

Please note that all applications received after the closing date will be automatically rejected as standard practice and without exception, in the interests of fair process.

Successful applicants will be required to attend an interview.

Most positions within Hope into Action will require an enhanced DBS check which will need to be conducted prior to undertaking the role. References will be requested after a provisional offer is made. Any start date will be subject to the references having been received and checked.

For further information please contact Steve Macfarlane, Chair of Trustees, on 07929 466038.

Please advise if you need this form in an alternative format.

## PRIVACY NOTICE FOR APPLICANTS

**Why we collect and use your data**

The information you provide when applying for a post here / agreeing to work here will be used in the following ways:

* To recruit and appoint our staff
* To support and manage our staff and to discharge our contractual obligations
* To maintain our accounts and records, including payroll
* To manage our activities

To fulfil our legal obligations, including checking your right to work and engaging with HMRC over income tax and national insurance

If you are not willing to provide all the information requested, we will be unable to process your application.

How we will hold and take care of your Information

* In considering my application, Hope into Action Portsmouth will treat the information given in this form in confidence;
* Hope into Action Portsmouth will not disclose information to any third party without my prior agreement;

I understand my right to request to see all the information held about me on any record at Hope into Action Portsmouth. It is our policy to retain details of all unsuccessful applicants for positions at Hope into Action Portsmouth for six months from the date of the advertisement. If you do not wish us to retain your details in this way, please let us know and we will dispose of your application 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.

APPLICATION FORM

**IN CONFIDENCE**

The first section of this form contains all your personal and referee details. The second part of the form will be used for shortlisting and in your interview.

# SECTION 1

### 1.1. Job Details

|  |  |
| --- | --- |
| Post Applied for |  |
| Location |  |
| Date of application |  |

### 1.2. Personal Details

|  |  |
| --- | --- |
| Title (Mr / Mrs / Miss / Ms / Other) |  |
| First name(s) |  |
| Surname or family name |  |
| Home address |  |
| Postcode |  |
| Email address |  |
| Home telephone |  |
| Mobile telephone |  |
| National Insurance Number |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please indicate your preferred method(s) of contact | | | | | | | |
| Postal Address |  | Telephone |  | Mobile |  | Email |  |

|  |  |
| --- | --- |
| **Eligibility to work in the UK:**  To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom**.** | |
| Are you legally permitted to work in the UK? |  |

|  |  |
| --- | --- |
| Do you hold a current UK driving licence? | Yes / No |
| Groups |  |
| Expiry date |  |
| Details of endorsements (if none, please insert “None”) |  |

|  |  |
| --- | --- |
| If appointed, how soon could you take up the post? |  |
| How did you find out about this vacancy? |  |

## 1.3. REFERENCES

Please give the name and addresses of two people who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. Please also provide one character reference. References should cover the current and preceding 5 year period. If you were known by a different name, please also state this.

|  |  |
| --- | --- |
| Referee 1 | |
| Full Name: |  |
| Position: |  |
| Company: |  |
| Address: |  |
| Postcode: |  |
| Telephone No: |  |
| Email Address: |  |
| In what capacity does this person know you? |  |
| May we contact them before interview? | No / Yes, anytime / Yes, after shortlisting / Other, please state |

|  |  |
| --- | --- |
| Referee 2 | |
| Full Name: |  |
| Position: |  |
| Company: |  |
| Address: |  |
| Postcode: |  |
| Telephone No: |  |
| Email Address: |  |
| In what capacity does this person know you? |  |
| May we contact them before interview? | No / Yes, anytime / Yes, after shortlisting / Other, please state |
| Referee 3 | |
| Full Name: |  |
| Position: |  |
| Company: |  |
| Address: |  |
| Postcode: |  |
| Telephone No: |  |
| Email Address: |  |
| In what capacity does this person know you? |  |
| May we contact them before interview? | No / Yes, anytime / Yes, after shortlisting / Other, please state |

|  |
| --- |
|  |

## 1.4. CRIMINAL RECORDS

For all tenant facing positions we require you to complete an Enhanced DBS check. For most other roles a Basic DBS check will be required.

Having a criminal record however will not necessarily bar you from working with Hope into Action but this will depend on the nature of the opportunity sought and the circumstances and background of the offence.

For more details, an informal chat, or to have any queries you may have answered, please contact us.

If you do not consent to these checks being carried out, we will unfortunately be unable to proceed with your application.

###### ***Delete as appropriate***

|  |  |  |
| --- | --- | --- |
| **Do you have any unspent criminal convictions?** | Yes | No |
| **Are you prepared to complete the self-declaration and DBS check?** | Yes | No |

## SELF DECLARATION

To be completed by all applicants.

|  |  |
| --- | --- |
| I confirm that the information in this form 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 the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (if required and only in line with the operation of the Equality Act 2010). | |
| **Signature:** | **Date:** |

# SECTION 2

### 2.1. EDUCATION, TRAINING AND DEVELOPMENT

Please list your training and education experience, starting with the most recent and include any other relevant personal development you have undertaken.

|  |  |  |
| --- | --- | --- |
| **Dates**  **(From > To)** | **Name of Education Provider**  **and Course Name** | **Qualification/  Grade Attainment** |
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## EMPLOYMENT HISTORY

Please state all the paid or unpaid work you have undertaken and please account for any gaps there may be. Please continue a separate sheet stating clearly which section of the form you are continuing and include your name.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What is your current occupation?** | | | | | |
| Employed |  | Retired |  | Unemployed |  |
| Self Employed |  | Student |  | Other |  |

## 2.2. RECENT EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| PRESENT OR LAST EMPLOYER Employer’s name and address |  |
| Post Held |  |
| Date commenced |  |
| Date left, if applicable |  |
| Give reason for leaving |  |
| Please give a brief description of your duties and responsibilities  *(continue on additional sheet if necessary)* | |
|  | |

## 2.3 PREVIOUS EMPLOYMENT HISTORY

Please state all the paid or unpaid work you have undertaken and please account for any gaps there may be. Please continue a separate sheet if needed, stating clearly which section of the form you are continuing and include your name.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  (month-year,  from-to) | Employer’s Name and Address | Duties and resposibilities | Reason for leaving |
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| Please give details of any relevant skills/experience you may have gained outside employment (e.g. through voluntary service). |
|  |

|  |
| --- |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: |
|  |

## 2.4. PROFESSIONAL STATEMENT

A job description is supplied with all applications containing information on the main requirements of the role, along with the essential, desirable & useful qualities of the individual(s) working in that role(s). Please provide, in the box below, a written statement evidencing your suitability to the role based on your qualities to match the role.

|  |
| --- |
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## 2.5 PERSONAL STATEMENT

***Please also include an outline of the development of your faith in the space below:***

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| --- |
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