

THE BRIDGE

Post Applied for:

Post Number:

Job Application Form

Closing Date:

It is important that you read the guidance notes and job candidate privacy policy (Section 13) before completing this application form. Please complete this form fully using black ink or type. CV's are not accepted without a completed application form. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE AND IN ACCORDANCE WITH THE DATA PROTECTION ACT 2018.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

Daytime Telephone
N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

No

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

*NB: you will be required to bring proof of your right to work in the UK if you are invited to the interview stage of the application process. Please see attached right to work checklist for accepted documents.

Do you have a full, clean driving license?

Yes

No

Are there any dates you would not be available for interview?

Section 2 Current Employment

Current Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Description of duties, responsibilities and skills demonstrated:

Period of Notice:

Last day of service
(if no longer employed):

Reason for leaving:

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 5 years and state nature of business

Name of Employer:

Address:

Postcode

Date to & from:

Position Held:

Description of duties, responsibilities and skills demonstrated:

Reason for leaving:

Name of Employer:

Address:

Postcode

Date to & from:

Position Held:

Description of duties, responsibilities and skills demonstrated:

Reason for leaving:

Name of Employer:

Address:

Postcode

Date to & from:

Position Held:

Description of duties, responsibilities and skills demonstrated:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Experience, knowledge, skills and abilities:

Please use this section to explain in detail how you meet the essential and desirable criteria for the role you have applied for as detailed on the experience, knowledge, skills and abilities section of the person specification. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Filtering rules: As of 29th May 2013 you are no longer required to disclose information about any 'filtered' offences. You are not required to disclose on any part of this form any convictions or cautions that have been 'filtered'. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Subject to the filtering rules failure to declare a conviction that you must disclose, may require us to terminate your employment if the offence is not declared but later comes to light.

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? Yes No

If yes, please give details / dates of offence(s) and sentence:

If yes, please list your criminal convictions and their dates below subject to the filtering rules. The information you give will be treated in confidence and only taken into account where, in the reasonable opinion of The Bridge Project the offence is relevant to the post for which you are applying.

Section 8 Protecting Adults

The following information will be required for the post you are applying for as a requirement for a Disclosure and Barring Service police check

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

Section 9 Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. We are an equal opportunities employer and wish to support and assist disabled job applicants through the recruitment process. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to the post you applying for? Yes No

If yes, please give details:

Do we need to make any specific arrangements in order for you to attend your interview or carry out online psychometric testing? Yes No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and/or assessment test and thus meet our obligations under the Equality Act 2010:

Section 10 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. In addition, we also require a personal referee. References for shortlisted candidates will not be taken up before interview unless you agree otherwise.

Reference 1

Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode <input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

Reference 2

Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode <input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Personal Reference

Name:	<input type="text"/>
Relationship:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode <input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

Section 14 Declaration

A. Relatives/Other Interests

Are you related to or do you have a close personal relationship with anyone associated with The Bridge Project Sudbury?

Yes No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment with The Bridge Project Sudbury in the role for which you have applied?

Yes No

If yes, please detail on a separate sheet.

B. Statement to be Signed by the Applicant

The Bridge Project Sudbury is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- Consent to my data be shared in accordance with the job candidate privacy notice

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately, applicants who do not hear from The Bridge Project must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

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

RETURNING THIS FORM

By Hand or Post:

Bradley Haworth
The Bridge Project Sudbury
20 Gainsborough Street
Sudbury
CO10 2EU

By E-Mail:

recruitment@thebridgeproject.co.uk