

**Application Form   
Confidential**

Please complete all sections clearly and accurately. Contact us if you need any assistance completing this form. If you require the information in an alternative format such as Braille or large print, please call 01709 210151 or email [kerry.leeson@alstrom.org.uk](mailto:kerry.leeson@alstrom.org.uk)

1. **Position Applied for:**
2. **Personal Details**

|  |  |
| --- | --- |
| Title: | Telephone number (Home): |
| Surname: | Telephone number (Mobile): |
| Forenames: | Email Address: |
| Address: | Postcode: |

|  |  |  |
| --- | --- | --- |
| **Do you have the legal right to work in the UK? (please tick)**  Note: ASUK will require proof of this right before an offer of employment can be confirmed as required by the Asylum and Immigration Act 1996 | **Yes** | **No** |
| **Have you ever been convicted of a criminal offence? (please tick)**  This position is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore required to disclose all convictions. Convictions will only be taken into account where they are relevant. If your answer is yes, please give details of date(s) of offence(s) and sentence(s) passed. |  |  |
| **Are you currently named on one or more of the following lists? (please tick)**  DBS Adults or Children’s Barred List  Disqualified from working with Adults or Children’s List (Scotland) | **Yes** | **No** |
| **Do you hold a clean and current Driving Licence? (please tick)** |  |  |
| **Do you speak an additional language, apart from English? (please tick)**  Please give full details of languages you speak fluently and those which you have a good knowledge of: |  |  |
| **Are you able to read in an additional language, apart from English? (please tick)**  Please give full details of languages you are able to read: |  |  |
| **If appointed, when could you start?** | | |

**3. Secondary School Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of School** | **Please list subjects studied and qualifications** |

**4.Further/Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution**  (state if Full or Part Time) | **Subjects and Qualifications**  (Specify grades) |
|  |  |  |  |

**5. Membership of Professional Organisations**

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| --- | --- | --- |
| **Date Joined** | **Institute/ Organisation** | **Grade of Membership (where appropriate)** |
|  |  |  |

**6. Employment Record**(Please list chronologically, starting with your current or last employer, stating any reasons for gaps in employment history)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **From – to:** | **Job Title:**  **Job Function/ Responsibilities:** | **Reason for Leaving:** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Have you ever been dismissed from a previous post or had your employment terminated for any reason? (please tick)**  If yes, please give full details below including dates: | **Yes** | **No** |
| **Have you ever been subject to disciplinary action in your current or previous posts, including any which haven’t been concluded? (please tick)**  If yes, please give full details including dates: |  |  |
| **Voluntary Work**  Please provide details below of any voluntary positions and please include dates: | | |

**7. Training**

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| **Details of training courses attended and awards achieved, including dates:** |
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**8. Supporting Statement – Information in support of your application**

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| **Tell us about yourself and why you think you are a good candidate for this post. Please also tell us why you are interested in working on the Breaking Down Barriers project.**  **Please look at the Job description and person specification and give examples that demonstrate how you meet the criteria.** When completing the supporting statement you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.*(Max 4 pages)* |
|  |

**9. References**

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval. All offers of employment are subject to receipt of satisfactory written references.

|  |  |
| --- | --- |
| Full Name: | Full Name: |
| Position: | Position: |
| Company: | Company: |
| Address:  Telephone No:  Email address: | Address:  Telephone No:  Email Address: |
| Nature of Relationship: | Nature of Relationship: |

**11. Verification of Information**

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| --- |
| I certify that all information provided is true and correct. I understand that any false information given may result in a job offer being withdrawn.  **Data Protection**  By signing this application form you are agreeing to the processing of your personal information in accordance with the Data Protection Act 1998.  Signature: Date: |

Please let us know in advance if you require any additional arrangements to be made to assist you if shortlisted for interview.

Please complete all sections and return to: Kerry Leeson-Beevers, National Development Manager at [kerry.leeson@alstrom.org.uk](mailto:kerry.leeson@alstrom.org.uk)  
Alternatively you can post your application to: Breaking Down Barriers,14 Hellaby Hall Road, Hellaby, Rotherham, S66 8HL