



Please complete in full all sections of this application form.

**Guidance notes**

Your application is our only basis for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know to assess you properly for the job.

The following suggestions will help you do this.

**•** The **skills and competences** page of the application form refers to the main responsibilities in your current and previous job. You should also describe any skills you have gained that are relevant to the job for which you will be applying. If you are a school or college leaver who has little work experience, do tell us about your school or college courses – we’re interested.

• A **job description** is included with your application form. It will tell you more about the skills and qualities we seek. To complete your application effectively, you should say how you meet the person specification, using examples from previous jobs or courses. Telling us about your abilities will help us make a better decision when selecting candidates for interview.

• Please ensure your application form is clearly legible and written in black ink, or completed electronically. This helps us if we need to photocopy it.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making Disclosure and Barring Service (DBS) checks for certain jobs, and so on. When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

|  |  |
| --- | --- |
| **Job applied for:** |  |
| **Reference No:** |  |
| Please state where you saw this job advertised: |
| **Closing Date:** |  |

|  |
| --- |
| **Personal Details:**  |
| Title/preferred form of address (e.g. Ms, Mr, Dr, etc.): |   |
| Surname: |  |
| First name(s): |  |
| Address:  | Post Code: |
| Home telephone: |
| Work telephone: |
| Mobile telephone: |
| Email: |
| Please quote your National Insurance No: |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Education and Training:**  |
| School / college / university(please start with the most recent) | Qualifications: |
| Subject: | Grade: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **You may be required to provide evidence of qualifications if asked to interview.** |
| Please specify any relevant training you have received or course attended (give dates): |
| Are you a member of any professional organisation? **YES / NO**If yes, please brief details: |

|  |
| --- |
| **Employment History** (please continue on a separate sheet if necessary): |
| Employer’s name and address (current or most recent job first): | Job title: | Dates – month and year: | Reason for leaving: |
| From: | To: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please state your current or most recent salary:** |  |
| **Breaks in Employment:** |
| Please indicate nature/reason(s) for any breaks in employment including relevant dates: |

|  |
| --- |
| **References:** |
| Please provide at least two referees covering at least the past three years, whom we can contact to provide information about you in support of your application. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted before an offer of employment is confirmed. Please continue on a separate sheet if necessary.**Current/most recent employer: Second referee:**Name: Name: Job title of referee: Job title of referee:Business address: Business address:Email: Email: Business tel. no: Business tel. no:Dates of employment (from/to): Dates of employment (from/to):In what capacity do you know this person? In what capacity do you know this person?  May we approach them at this stage? May we approach them at this stage?[ ] Yes [ ] No [ ] Yes [ ] No |
| **Skills and Competences:** |
| The following section provides an opportunity for you to describe your skills and competences that are relevant to the position for which you are applying. You should refer to the job description and person specification ensuring that you highlight any information that demonstrates your suitability for the position. Think carefully about how you meet the job requirements considering your achievements and skills gained in paid and/ or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applications. **Please ensure that you limit your supporting statement to the equivalent of three A4 pages.** |
| **Skills and Competence continued:** |
| Continue on a separate sheet if necessary. |
| **Further information:** |
| What period of notice is required by your present employer? |
| Do you consider yourself to have a disability? | [ ]  Yes [ ]  No  |
| This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview. |
| Are you related to, or have a close relationship with, any officer or member of Epic CIC? E.g., Partner, spouse, other relative?If so, please state the name and nature of this relationship: | [ ]  Yes [x]  No  |
| **Eligibility to Work:** |
| Are there any restrictions affecting your ability to take up employment in the UK? | [ ]  Yes [ ]  No  |
| If yes, please give details:**You will need to provide the relevant documentation at interview to confirm your eligibility work in the UK.** |

|  |
| --- |
| **Further Information:** |
| The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.I understand that Epic CIC has to protect the money it deals with and may use the information I have given to prevent and detect fraud.I consent to the processing of personal and sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application. |
| **Signed:** |  |
| **Date:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monitoring Employment

|  |
| --- |
| **Recruitment Monitoring:** |
| Epic CIC promotes equality. Recruitment and selection procedures will be monitored to ensure individuals are selected and treated on the basis of their relevant merits and abilities. To assist us in monitoring, and for no other reason, please answer the following questions.Please **mark the box with an X, against the group** in the following list that best applies to you.**White Asian or Asian British**1. British: [ ]  1. Indian: [ ] 2. Irish: [ ]  2. Pakistani: [ ] 3. Other European: [ ]  3. Bangladeshi: [ ]  4. Any other white background: [ ]  4. Any other Asian background: [ ] **Duel heritage Any other group**1. White and Black Caribbean: [ ]  1. Moroccan Arab: [ ] 2. White and Black African: [ ]  2. Other Arab: [ ] 3. White and Asian: [ ]  3. Chinese: [ ] 4. Any other mixed background: [ ]  4. Filipino: [ ]  5. Somalian: [ ]   6. Any other ethnic background: [ ] **Black or black British**1. Caribbean: [ ] 2. African: [ ] 3. Any other black background: [ ]  |
| Date of birth:  | Please indicate your sex: [ ]  Male [ ]  Female |
| Do you consider yourself to have a disability? ☐ Yes ☐No If YES, please give brief details of the disability and any adjustments that would need to be made to enable you to carry out the duties listed for this post |
|  |

 |





© By:design – August 2014. By:design 020 8753 3926. 110\_5jcw.