

**Elfrida Rathbone Camden**

**Confidential Job Application Form**

* You are strongly recommended to read all enclosures before completing this application form. The information you provide will be the only material used in deciding if you will be interviewed.
* Complete this form fully, being sure to follow all instructions. CVs are not accepted.
* Applications received after the closing date will not be considered.
* Please ensure you return the equal opportunities form (enclosed in the application pack).

|  |  |
| --- | --- |
| Job Title: | Closing date: |

**PERSONAL DETAILS** (Please complete in block capitals)

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| National Insurance Number |  |
| Address, including post code |  |

|  |  |
| --- | --- |
| Home phone: | Work phone: |
| Mobile phone: | Email: |

Do you require a work permit from the Immigration and Nationality Department of the Home Office to take up employment in the UK? (please delete below as appropriate)

**Yes No**

**If you are successful in this application you will be required to provide evidence of your eligibility to work in the UK prior to your appointment.**

Where did you see the position advertised?

Current or most recent employer (please complete in block capitals)

|  |  |  |
| --- | --- | --- |
| Name and address of employer inc postcode |  | |
| Job title |  | |
| Reason for leaving |  | |
| Date appointed: | | Date left: |
| Salary: | | Length of notice required? |

|  |
| --- |
| Please give a description of your main duties below |

Sickness record

|  |  |  |  |
| --- | --- | --- | --- |
| Number of days off sick in the last 12 months |  | Number of periods of sick leave in the last 12 months |  |

Previous Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Job title and brief description of duties | Reason for leaving | Period employed | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

Education / qualifications

Please give details of qualifications obtained. Include qualifications that you are currently studying for. Add in rows or complete on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school, college, university etc | Name of course | Qualification achieved | Level / grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Training

Please give details of other training you have received that supports your application, include on the job training as well as formal courses.

|  |  |
| --- | --- |
| Name of training course | Level achieved  (if applicable) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Please continue on a separate sheet if necessary.**

Professional Association Membership

|  |  |  |
| --- | --- | --- |
| Professional association | Date membership began | Type of membership |
|  |  |  |
|  |  |  |
|  |  |  |

**If offered a job you will be asked to provide original copies of all qualifications stated on this application.**

Personal Statement

**Abilities, skills, knowledge and experience:** *It is important that you use this section to demonstrate how you meet the criteria for the job. Draw on all areas of your education and experience, including paid of unpaid employment.*

|  |
| --- |
| ***Please use the points from the Person Specification as headings and limit your answer to no more than 1200*** ***words***. (Please attach as separate sheets if you are completing by hand) |

References

Please provide details of two referees below (one of which should be your current or most recent employer).

|  |  |  |  |
| --- | --- | --- | --- |
| Name of referee 1 |  | | |
| Referee job title |  | | |
| Capacity in which known |  | | |
| Organisation address |  | | |
| Phone: | | Email: | |
| May we contact this referee prior to interview? | | | Yes No (please delete as applicable) |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of referee 2 |  | | |
| Referee job title |  | | |
| Capacity in which known |  | | |
| Organisation address |  | | |
| Phone: | | Email: | |
| May we contact this referee prior to interview? | | | Yes No (please delete as applicable) |

Elfrida Rathbone Camden reserves the right to seek a reference from any previous employer, school, college or university in addition to the preferred references.

Additional information

|  |
| --- |
| Is there any special help you would require to attend an interview?  Yes No (Please delete as applicable)  If ‘yes’, please provide further information: |

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose all current and ‘spent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences and the court or police force which dealt with the offence(s). Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

The amendments to 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 on the Disclosure and Barring website.

Disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred.

Any information given will be kept confidential and will only be considered in relation to the job you are applying for. Failure to make a full and accurate declaration may result in withdrawal of a job offer, or, if subsequently discovered, to disciplinary action and/or dismissal.

If you are unsure about any matter, please contact Elfrida Rathbone Camden team on 020 7424 1601.

**Please delete whichever of the following statements does NOT apply, and sign to confirm the remaining statement:**

I DO have a criminal record and/or pending prosecutions, as detailed above. I attach further details for your information.

I DO NOT have a criminal record and/or pending prosecutions, as detailed above.

Signed: Date

**Declaration**

I certify that to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way or should there be any wilful omission or suppression of any material fact, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed: Date

Please return completed applications by post or email to:

Recruitment, Elfrida Rathbone Camden, 7 Dowdney Close, London NW5 2BP

[info@elfridacamden.org.uk](mailto:info@elfridacamden.org.uk) (please note that all emailed applications will have to be signed at the interview.)