

## PRIVATE & CONFIDENTIAL Application Form

Please return this completed form by email to [NickyNS.wsms@protonmail.com](mailto:NickyNS.wsms@protonmail.com)

If you are shortlisted, please let us know if you would like any reasonable adjustments to be made during the recruitment process.

About You			
Application for the post of: <b>Charity Director</b>		Closing date: <b>30<sup>th</sup> June 2022</b>	
Forename(s):		Address:	
Surname:			
Telephone Home:			
Mobile:			
Email address:			
<p><b>Please indicate where you heard about this vacancy</b> Please specify below:</p>			
Education & Professional Qualifications			
School/College/ University/ Organisation/ Awarding Body	Subject & Level	Date attained	Grade/Pass
<b>Other (including professional qualifications &amp; training):</b>			

Current or Most Recent Employment			
<b>Organisation:</b>	Job title:		
Address:	Dates: From ___ / ___ / ___ To ___ / ___ / ___ or <input type="checkbox"/> current		
	If still current, notice required:		
Email:	Reason for leaving/seeking to leave:		
Tel No:			
Employer's type of business:	Salary:		
Describe the main duties and responsibilities of your current/most recent post:			
Previous Employment (most recent first)			
Please detail all jobs held in the last 10 years, starting with the most recent, and account for any gaps, please use supplementary sheet/s if required			
<b>Organisation:</b>	<b>Position held:</b>		
Address:  Email: Tel No:	Brief description of duties:		
		Date from	To

<b>Organisation:</b>	<b>Position held:</b>
Address:  Email: Tel No:	Brief description of duties:
Date from	To
<b>Organisation:</b>	<b>Position held:</b>
Address:  Email: Tel No:	Brief description of duties:
Dates from	To
<b>Final Comment</b>	
Tell us what makes you the right person for this role	

**Employment Eligibility**

Are you currently eligible for employment in the UK?  Yes  No

If successful in your application for this post, you will be required to provide evidence of your entitlement to live and work in this country. Evidence could include a passport showing that you are a British Citizen or have a right to live in the UK, or a full birth certificate and a document showing a permanent National Insurance and name.

Are you able to provide this evidence?  Yes  No

**Criminal Record**

We recognise the contribution that former or ex-offenders can make as employees and welcome applications from them. A person's criminal record will not, in itself, prevent that person from being appointed to this role. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused roles because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

**Do you have any unspent convictions?**  Yes  No

**Roles Exempt from the Rehabilitation of Offenders Act 1974:**

ONLY answer the declaration below if the role you're applying for is exempt from the Rehabilitation of Offenders Act 1974 (please check the advert to see if this applies).

The role you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

**Exempt declaration:** Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes  No

Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#), the national crime reduction charity. If you have answered yes to either question, we will ask you for details of your criminal record and undertake a confidential risk assessment with you to determine your suitability for the role you have applied for.

## DECLARATION

**Data Protection:** To the best of my knowledge all the information I have given is true. I understand the information given in this form will only be used by the Company in relation to my role. By signing this declaration I am giving my express consent for you to retain and process this information under current Data Protection Act legislation. I understand that the information on this form will be held securely on WSMS computer database and as a paper file.

**Confidentiality:** Whilst undertaking my role, I understand that I may receive confidential information and I **AGREE** that all details and information seen and discussed will remain completely confidential.

**Applicant declaration:**

I understand that any appointment is dependent on the information provided on this form and throughout the recruitment process being correct, and that providing false information will disqualify me from an appointment, or will lead to my employment being terminated if I am appointed.

Signature:

Date:

## References

Please provide the details of two referees whom we have permission to contact. These should **not be relatives** and preferably have known you for at **least 2 years** and able to testify to your suitability for this role.

Name:

Name:

Address:

Address:

Email:

Email:

Tel No:

Tel No:

In what capacity do you know the referee?

In what capacity do you know the referee?