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| Application for Employment |
| **Position applied for: Administrative Assistant** | **Closing date: 30th November 2018** |
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| **Personal Details** |
| Title  |       |
| First name |       |
| Surname |       |
| Address |       |
| Postcode |       |
| Home telephone |       |
| Mobile telephone |       |
| Email  |       |
| Education and QualificationsPlease state the most recent first.  |
| **School, college or university** | **Qualifications gained including subjects and grades.**  |
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| Professional qualifications and membership of professional bodies |
| **School, college or university** | **Qualifications gained including subjects and grades (if applicable).** |
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| Employment HistoryPresent or most recent employment. |
| Employers Name       | Position Held       |
| Employer address       | Dates of employment       |
|       | Salary       |
|       | Period of notice required       |
| Please give details of your current duties and main responsibilities in this post. (continue on a separate sheet if necessary)      |
| Previous EmploymentPlease list previous employers and roles held (most recent first).  |
| Employer Name | Position Held | From(mm/yy) | To(mm/yy) | Brief details of your responsibilities and reason for leaving |
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| Supporting Statement and further informationPlease use this section to tell us how you feel that your experience, attitude and commitment, skills and knowledge meet the requirements in the person specification. You may draw on your work, home, voluntary or other activities to demonstrate this. Please continue on separate sheet if necessary (maximum two sides)      |
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| Reason for ApplyingPlease say in the space below what appeals to you about this post and why you would like to be appointed.      |
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| ReferencesFor all positions please give the names of two referees. If you are, or have been, employed these should be your two most recent employers, your line manager or someone in a position of responsibility who can comment on your suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. References will **not** be contacted prior to interview.  |
| Reference 1 | Reference 2 |
| Name       | Name       |
| Address       | Address       |
|       |       |
|       |       |
| Postcode       | Postcode       |
| Telephone       | Telephone       |
| Email       | Email       |
| In what capacity do you know this person?      | In what capacity do you know this person?       |
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| Additional Information  |
| Do you hold a valid driving licence for the UK? | Yes [ ]  No [ ]  |
| Do you have access to a vehicle which can be used for work purposes?  | Yes [ ]  No [ ]  |
| Rehabilitation of Offenders Act (see appendix 1) - Have you at any time received, or had pending, a court conviction? If yes, please give details on separate sheet | Yes [ ]  No [ ]  |
| Do you need a UK work permit to do this job under the terms of the Immigration and Asylum Act 1996? | Yes [ ]  No [ ]  |
| How did you find out about this vacancy? If through an advertisement, please say in which publication |       |
| **Safe Guarding Children**This organisation is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
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| Declaration |
| I certify that the information provided by me on this form is to the best of my knowledge, true and complete. Any false statement made within this application form may be sufficient cause for rejection, or, if employed, dismissal.  |
| Name:       | Date:       |

Please return completed application form by email to karen.dufton@wehearyou.org.uk

Appendix 1

WHY Policy Statement on the Recruitment of Ex-Offenders

* As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants’ suitability for positions of trust, We Hear You complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
* We Hear You is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
* We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
* We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
* A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
* Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are ‘protected’ so not subject to disclosure to employers and that cannot be taken into account. We request that any information not subject to this filtering is sent under separate, confidential cover, to a designated person within We Hear You and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows We Hear You to ask questions about your entire criminal record, except for certain spent convictions and cautions which are ‘protected’ so not subject to disclosure to employers and that cannot be taken into account, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.
* We ensure that all those in We Hear You who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
* At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
* We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
* We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment