**The role you are applying for:**

|  |  |
| --- | --- |
| What role are you applying for? |  |

|  |  |
| --- | --- |
| What location is this role based at? |  |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | | | |
|  |  | | | | | |
| Known as name |  | | Surname | | |  |
|  |  | | | | | |
| Have you ever had a name change? If so, what was your previous name? |  | | | | | |
|  |  | | | | | |
| Email address |  | | | | | |
|  |  | | | | | |
| Home address |  | | | | | |
|  |  | | | | | |
| Post code |  | | |
|  |  | | | | | |
| Telephone (day) |  | | | | | |
|  |  | | | | | |
| Mobile |  | | | | | |
|  |  | | | | | |
| Date of birth |  | | | | We only use this information to confirm that you are over the age of 18 | |
|  |  | | | |  | |
| National Insurance Number |  | | | | | |

Do you have a current full UK driving licence? Yes  No

Do you have the use of a car? Yes  No

Are you an EU/EEA national? Yes  No

|  |  |
| --- | --- |
| If no, please provide further details: |  |

**Your Availability**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | | **Saturday** | | **Sunday** | |
| AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Frequency |  |

**More about you**

|  |  |
| --- | --- |
| What attracted you to the position you are applying for at Works4U? |  |
| Do you have any skills or experience that may be particularly helpful at Works4U? |  |
| What knowledge do you have of our specialist provision? |  |
| Have you been employed by Works4U at this or another location previously?  Yes  No  If so, please provide details in the box provided. |  | |

**Education & Training**

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent. Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Date | School/College | Grade/Qualification |
|  |  |  |

**Employment History**

|  |  |
| --- | --- |
| Present/Previous Employer |  |
| Dates of Employment |  |
| Reason for leaving |  |
| Address |  |
| Job Title |  |
| Duties |  |

Can you please include your employment history below? If you require more space continue on a separate sheet.

|  |  |
| --- | --- |
| Employer |  |
| Dates of Employment |  |
| Reason for leaving |  |
| Address |  |
| Job Title |  |
| Duties |  |

|  |  |
| --- | --- |
| Present/Previous Employer |  |
| Dates of Employment |  |
| Reason for leaving |  |
| Address |  |
| Job Title |  |
| Duties |  |

|  |  |
| --- | --- |
| Employer |  |
| Dates of Employment |  |
| Reason for leaving |  |
| Address |  |
| Job Title |  |
| Duties |  |

|  |
| --- |
| **Statement of Personal Qualities and Experience** |
| * Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. * You should try to relate your information to the job description and person specification for the post you are applying for |
|  |

**References**

Please provide details of 2 referees and ensure you have their permission for Works4U to contact them. Referees should include a previous employer, college/school tutor, a previous volunteer, manager or someone who holds a position of responsibility in the community. We cannot accept family members, partners or people you live with as referees.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| Address |  | | | | |
| Telephone |  | | | | |
| Email address |  | | | | |
| Relationship to you |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| Address |  | | | | |
| Telephone |  | | | | |
| Email address |  | | | | |
| Relationship to you |  | | | | |

**In case of emergency**

Please supply the details of someone who we can contact an emergency.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| Address |  | | | | |
| Telephone |  | | | | |
| Email address |  | | | | |
| Relationship to you |  | | | | |

**How did you find out about our Job Vacancy at Works4U?**

|  |  |  |
| --- | --- | --- |
| Indeed/Job website | Works4U Website | Works4U email |
| A works4U learner | A Works4U staff member | Friend or Family |
| Social Media | Poster/leaflet |  |
|  |  |  |
|  | | |
| Other (Please specify): |  | |

**Rehabilitation of offender’s act 1974**

The Rehabilitation of Offenders Act 1974 (“1974 Act”) primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law.

Under the 1974 Act, following a specified period of time which varies according to the disposal administered or sentence passed, cautions and convictions (except those resulting in prison sentences of over four years and all public protection sentences\*) may become spent. As a result the offender is regarded as rehabilitated.

For most purposes the 1974 Act treats a rehabilitated person as if he or she had never committed, or been charged with charged or prosecuted for or convicted of or sentenced for the offence and, as such, they are not required to declare their spent caution(s) or conviction(s), for example, when applying for most jobs or insurance, some educational courses and housing applications.

A public protection sentence, the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006, means a sentence of imprisonment or detention imposed for specified sexual and violent offences. These sentences include imprisonment or detention for public protection, extended sentences of imprisonment or detention for public protection, and extended determinate sentences.

Do you have unspent criminal convictions registered against you? Yes  No

If yes, this may not prevent you from being employed by us, but please provide details of any conviction, along with your application form in a sealed envelope addressed to; **HR Department, Works4U, Ambleside, Stalybridge, SK15 1EB or email** [**Kirsty@normanmackie.com**](mailto:Kirsty@normanmackie.com)

**(Applicants are reminded that knowingly withholding this information, or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval).**

**Further, applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either:**

**a) by reason of disqualification order under the Criminal Justice and Court Services Act 2000**

**b) by reason of inclusion on the Barred List.**

**Declaration**

**I confirm that I have completed this application form with wholly accurate information at the time of submission and understand that failure to disclose information that may affect my role with Works4U may result in the offer of employment role being withdrawn**.

**You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some education providers will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate.**

**This can take some time and we ask for your patience whilst these checks are completed.**

|  |  |
| --- | --- |
| Signed |  |

|  |  |
| --- | --- |
| Date |  |

**Please send completed application forms to** [jademulholland@normanmackie.com](mailto:jademulholland@normanmackie.com)

**CV’s alone will not be accepted.**