# *ICOS, 2019*

# A P P L I C A T I O N F O R E M P L O Y M E N T

Please complete in block letters, using black ink, or type (electronic signatures allowed). Where necessary continue answers on a separate sheet of paper. **Please be specific and provide examples with regards to skills and experience.**

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| Details of Post |
| For which post are you applying? |
| How did you learn about this vacancy? |

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| 1. **Personal Details** | |
| First Names | Address  ……………………………………………………  ……………………………………………………  ……………………………………………………  Post Code…… |
| Last Name |
| National Insurance No. | Tel. No. (Home) including area code |
| Mobile No. | Email |
| Tel No. (Work) including area code | May we telephone you at work?  Yes **** **** |
| In order to comply with the Asylum & Immigration Act 1996 we require appropriate documentary evidence of authorisation to work, e.g. National Insurance No.  Do you require a work permit to work in the UK **** No ?  If YES, please give details………………………………………………….…………………………  …………………………………………………………………………………………………………… | |

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| 1. **Declaration** | |
| **I understand that the information given on this form is true and correct, and understand that any deception could result in instant dismissal.** | |
| Signed | Date |

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| 1. **Disability** |
| **What do we mean by disability?** The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.  If you consider yourself to have a disability as defined by the Equality Act 2010 and you require any adjustments to or assistance with the interview process, please detail your requirements below and we will try to make the necessary arrangements  ………………………………………..……………………………………………….………………… |

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| 1. **Criminal Convictions** |
| Due to the potential of working with vulnerable adults all posts are subject to Disclosure and Barring Service checks. A caution or conviction does not necessarily mean you will not be considered for employment. Each case is considered on its merits. This post is exempt from the Rehabilitation of Offenders Act of 1974. This means that applicants are not entitled to withhold details of cautions or convictions (including those considered spent) unless the caution or conviction is "protected". "protected cautions" and "protected convictions" are defined in the The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 and are not subject to disclosure to employers, and cannot be taken into account. Guidance on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Other than a "protected caution" or "protected conviction", have you ever been convicted of a criminal offence, received a caution, or awaiting prosecution?  Yes **** No ****  If YES, details will be required from you in strict confidence on a separate sheet and they will not necessarily debar you from employment. |

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| 1. **Employment History** | |
| Please give details of your present/most recent employment | |
| Job Title | Employment Status  Part time ****  If part time, state number of hours worked. |
| Salary |
| Employer’s Name |
| Date appointed | Employers Address  ……………………………  ……………………………………………………  …………………………………………………… Post Code………..……………………………. |
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| Date of leaving |
| Reason for leaving University |
| Period of notice required by current employer |
| Brief description of main duties and responsibilities | |

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| **7. Employment History cont.** | | | | | |
| Name and address of employer | Dates from  and to | Position held and outline of responsibility | Reason for leaving | Full/  Part-time | Pay/  benefits |
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| **8.Referees** | |
| *Please give names and addresses of two referees. One should be your present or most recent employer.* | |
| Reference 1 – should be current/last employer  Name:  Position Held:  Organisation:  Address:  Postcode:  Tel. No.  Capacity in which you know referee    Please tick the box if you do not wish referees to be contacted unless you are offered the post. **** | | Reference 2  Name:  Position Held:  Organisation:  Address:  Postcode:  Tel. No.  Capacity in which you know referee  Please tick the box if you do not wish referees to be contacted unless you are offered the post. **** |

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| 1. **Secondary & Further Education** | | | | |
| Name and address of schools/colleges | Dates from  and to | Subjects taken | Grade (GCSE, A-Level or equivalent | Level Attained |
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| 1. **Higher Education & Professional Qualifications** | | | |
| \**Please state whether attained/expected* | | | |
| Name & address of University/college | Dates from  and to | Qualifications | Class attained/  expected\* |
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| 1. **Training & Experience** | | | | | |
| *Please include any training courses/voluntary work and non-paid work.*  *\*Please state whether attained/expected.* | | | | | |
| Dates from and to | | Description of course/work | | Qualification\*  (if applicable) | |
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| 1. **Experience & Skills** |
| *This is an opportunity to draw attention to your experience, skills and aspects or your career, study, training, interests and ambitions which meet the requirements of the post as described in the Person Specification. Please continue on separate sheet if necessary.* ***Maximum 1000 words*** |
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| 1. **Reason for Applying** |
| *Please state briefly why you are interested in applying for the post.* ***Maximum 300 words*** |
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| 1. **Additional Information** |
| *Please list any other information relevant to your application not covered elsewhere on the form, e.g. public service/duties.* ***Maximum 200 words.*** |
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