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| Application Form Holgate House Ltd | |  |
| **Position Applied for** |  | |
| **Please complete this form and provide the supporting statement using Black Ink.  Do not send your CV as this will be disregarded. Please note that interview invitations will be sent by email.** | | |

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| Personal Information | | | |
| Surname |  | Forename(s) |  |
| Title: |  | Preferred name |  |
| **Permanent Address** | | **Contact Details** | |
|  | | **Home** |  |
| **Mobile** |  |
| **Work (if convenient)** |  |
| **Postcode** |  | **NI Number** |  |
| **Email Address** |  | | |

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| **Professional Memberships** | | | |
| **Please give details of any professional memberships you hold** | | | |
| **Awarding Body** |  | **Grade** |  |

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| **Referees** | | | |
| **Name and address of two referees (one of whom *must* be your current/most recent employer)** | | | |
| **Name** |  | **Name** |  |
| **Address:** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Tel No:** |  | **Tel No** |  |
| **Email address** |  | **Email address** |  |
| **Relationship** |  | **Relationship** |  |

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| **Education and Training** | | | |
| Please include details of ***all*** educational and vocational qualifications and training completed | | | |
| Date | School/College/University | **Subject** | **Qualifications** |
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| Present Employer, or most recent if unemployed | | | |
| **Name & Address** | | **Main Duties** | |
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| **Job Title** |  | **Department** |  |
| **Start Date** |  | **Annual Salary** |  |
| **Notice period/Date Left** |  | **Reason for Leaving** |  |

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| Previous Employment | | | | |
| Please give details of your working experience, including work experience training schemes & voluntary work starting with the employer previous to your present/most recent employer and working backwards. Please account for any gaps in your work record since leaving school. | | | | |
| **Name, Address and Business of Employer** | **Date Employed Month/Year  from – to** | **Job Title and  Main Duties** | **Salary** | **Reason for Leaving** |
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| **Supporting Statement** |
| Please use the following space to give further information that will help us to decide whether or not to invite you for interview (continue on separate sheets if necessary).  You should include in your statement:-   * Why you want to apply for this post. * How your skills/experience match the job description and person specification. * Any details of other interests/voluntary work relevant to the post. |
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| **Additional Information** | | | | |
| Do you have regular access to a car? | Yes |  | No |  |
| Do you have a valid ***full*** driving licence? | Yes |  | No |  |
| Do you have any unspent convictions? | Yes |  | No |  |
| Would you be willing to consider a Job Share? | Yes |  | No |  |
| Are you registered with the DBS online system? | Yes |  | No |  |
| Do you require a work permit or a letter of permission to work in the UK? | Yes |  | No |  |
| How did you learn of this vacancy? (please be specific) |  | | | |

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| **Disability Monitoring** | |
| Holgate House is striving to be an equal opportunities employer and guarantees an interview to those people with disabilities who meet the essential criteria for the job.  So that we can meet this commitment, could you please confirm whether  or not you have an impairment that affects your day to day activities.  The Equality Act 2010 defines 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. | |
| **Do you consider yourself to have a disability? (Yes/No)** |  |
| If **yes**, please give details and indicate whether you would need any help/special equipment to enable you to carry out the duties outlined in the job description | |
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| Please state any considerations that may help you if you are invited for interview. | |
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| **Data Protection Act 1998** |
| The information supplied on this form may be held on computer, and/or held as manual data. All the information supplied by you is strictly confidential and will only be used for the purpose of recruitment and personnel administration. Please note that we have the right to reject an application without giving a reason. |

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| **I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the company may decline my application without giving reason.** | | | | | | |
| **Signed:** |  | | **Date:** | |  | |
| Rehabilitation of Offenders Act 1974  (Exemptions) Order 1975 as amended  This post is exempt from the above and you are therefore  required to complete the section below. | | | | | |  |
| **Post Applied for: Recovery Support Worker** | | | | | | |
| The work for which you are applying involves working with vulnerable people, and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, and any cautions, reprimands or warnings. Holgate House is also entitled, under arrangements introduced for the protection of vulnerable people, to check with the Disclosure and Barring Service (formerly the CRB) for the existence and content of any criminal record of the successful applicant. Information received from the DBS will be kept in strict confidence.  The disclosure of a criminal record, or other information, will not debar you from the appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision Holgate House will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to Holgate House’s Equal Opportunities Policy. Failure to declare a conviction, caution or bind over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.  ***Please enter below details of convictions for any offence (including traffic convictions and appearances before a court martial) or formal cautions by police for any offence or any cautions, reprimands or warnings.*** | | | | | | |
| **If you have no such convictions, cautions, reprimands or warnings, please state this to be so.** | | | | | | |
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| **I recognise that if I fail to declare a conviction, caution, reprimand or warning, this may disqualify me from appointment or result in summary dismissal if the discrepancy comes to light.** | | | | | | |
| **Signed:** | |  | **Date:** |  | | |

Please can you indicate where you found out about this vacancy

Facebook Y/N

Totaljobs Y/N

Reed Y/N

Other, please state

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| Equal Opportunities Monitoring | |  |
| **Post Applied for: Recovery Support Worker** |  | |

* We aim to be an Equal Opportunities Employer and we select staff solely on merit. In order to monitor the effectiveness of our Equal Opportunities Policy, we ask all applicants to provide the information below.
* The information will only be used for monitoring purposes and will be treated as confidential and will not be seen by the selection panel.
* Monitoring the profile of our work force and users is an important element in ensuring our practices are effective. It also enables us to use positive action within the terms of the Race Relations, Sex Discrimination and Disability Discrimination Acts.

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| **Gender** | | | | | |
| Male |  | Female |  | Transgender |  |

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| 1. **Please indicate which ethnic group you feel describes you most** | | | |
| White – British |  | Mixed – White and Black Caribbean |  |
| White – Irish |  | Mixed – White and Black African |  |
| White – Other |  | Mixed – White and Asian |  |
| Asian or Asian British – Indian |  | Black or Black British – Caribbean |  |
| Asian or Asian British – Pakistani |  | Black or Black British – African |  |
| Asian or Asian British – Bangladeshi |  | Black or Black British – other |  |
| Asian or Asian British – Other |  | Other Ethnic Group |  |
| Chinese |  | Prefer not to say |  |

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| 1. **Please indicate which religious affiliation you feel describes you most** | | | | | | | | |
| Christian | Muslim | Hindu | Jewish | Sikh | Buddhist | Other | None | Prefer not to say |
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| 1. **Please indicate which sexual orientation you feel describes you most closely** | | | |
| Heterosexual | Gay | Bisexual | Prefer not to say |
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| **Would you describe yourself as disabled?** | | | |
| Yes |  | No |  |
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**References**

Please provide the names and contact details of two people who have known you within the last 5 years (not relatives) and are willing to act as referees. If possible, one should be from a work/organisation where you have volunteered/worked. At least one should have had contact in the past two years.

**1st Reference**

Name:

Address:

Postcode:

Email:

Phone:

How long has this person known you?

In what capacity does this person know you?

**2nd Reference**

Name:

Address:

Postcode:

Email:

Phone:

How long has this person known you?

In what capacity does this person know you?