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| **APPLICATION FORM** |
| All information will be treated in the strictest confidence. Guidance notes are available upon request or via the website. |
| **Position Title:** |  |
| **PERSONAL DETAILS** |
| Title: | [ ]  Miss  | [ ]  Ms | [ ]  Mrs |  [ ]  Mr |  | Other (please specify): |  |
| Forenames: |  |  | Surname: |  |
| Address: |  |
|  |  | Postcode: |  |
| National Insurance Number: |  |  | Email: |  |
| Contact Numbers: | Home: |  | Work: |  | Mobile: |  |
| Preferred contact: |  | May we contact you at work? | [ ]  Yes | [ ]  No |
| **RIGHT TO WORK IN THE UK** (all fields need to be completed) |

Before you commence working, you will need to provide valid evidence to demonstrate your right to work in the United Kingdom.

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| Are you eligible to work in the UK | [ ]  Yes | [ ]  No |
| Are you a non-EEA National or require worker registration? | [ ]  Yes | [ ]  No |
| **CURRENT OR LAST POSITION OF EMPLOYMENT** |
| Organisation: |  |  | Job Title: |  |
| Address: |  |
| Postcode: |  |  | Salary: |  |
| Notice Period: |  |  | Reason for Leaving: |  |
| Date Started: |  |  | Date Finished: |  |
| Please give brief summary of duties: |  |
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| **EMPLOYMENT HISTORY** (Starting with the most recent first). |
| Dates (form–to) | Organisation and address | Job Tile and brief description of duties | Reason for Leaving |
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| **QUALIFICATIONS** (Including Higher and Further education, starting with the most recent first). |
| Dates (form–to) | School/College/University | Examinations passed and Educational Level | Grades |
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| **JOB RELATED TRAINING / PROFESSIONAL QUALIFICATIONS** (Please include membership of professional institutes/associations, starting with the most recent first). |
| Dates (form–to) | Awarding Body/Institute | Qualifications/Membership Levels |
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| **SUPPORTING STATEMENT** (if necessary continue on additional sheet on page 6.) |
| Please use the space below to demonstrate how you meet the **requirements of the Job Description and Person Specification**, with examples, where appropriate. Include further information about yourself that you feel is relevant. Ensure you read the guidance notes before completing this section. |
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| **SUPPORTING STATEMENT** (continued) |
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| **ADDITIONAL INFORMATION** |
| Are you related to any current or past members of Autism Bedfordshire’s staff or board of trustees? | [ ]  Yes | [ ]  No |
| (If yes please supply details.) |  |
| Has someone else completed this application on your behalf? | [ ]  Yes | [ ]  No |
| (If yes please supply details.) |  |
| Where did you hear about this vacancy? |
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| **REFERENCES** |

Please give details of two referees who are not relatives/partners/ friends. One should relate to your most recent employment, and your references should cover your most recent 2 year employment history (please continue on a separate sheet of paper if necessary). If you have been a student and do not have any employment history, one of your references must be from a Course Tutor.

Please Note: Posts are subject to safer recruitment processes Autism Bedfordshire reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Name: |  |
| Job Title: |  |  | Job Title: |  |
| Relationship: |  |  | Relationship: |  |
| Organisation & Address: |  |  | Organisation & Address: |  |
|  |  |  |
| Postcode: |  |  | Postcode: |  |
| Telephone: |  |  | Telephone: |  |
| Email: |  |  | Email: |  |
| May we contact this  | [ ]  Yes | [ ]  No |  | May we contact this  | [ ]  Yes | [ ]  No |
| referee prior to interview? | referee prior to interview? |

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| **DISABILITY DISCLOSURE** |
| Autism Bedfordshire is committed to providing a service that is inclusive of diversity and equality. In order for us to provide such a service, we require you to complete the following declaration relating to disabilities. Autism Bedfordshire has a duty under the Equality Act 2010 to make ‘reasonable adjustments’ for people with disabilities who want to work and/or access our services. To do this it is important that you let us know if you have a disability so we can make reasonable adjustments i.e. at the interview. |
| I do/ do not consider myself to have a disability | (delete where applicable) |  |
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| **DISCLOSURE OF CRIMINAL CONVICTIONS** |
| The post 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). The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Further information can also be found on the Nacro website. |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | [ ]  Yes | [ ]  No |
| If the answer is "yes", you must give details which should be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application.Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.  The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the organisation. |
| I have attached a separate, sealed and marked envelope | [ ]  |
| In accordance with the recommendations of the Home Office, all successful candidates for posts where there is to be contact with vulnerable groups, will be the subject of a request to the Criminal Records Bureau which provide details of a person’s criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC).  Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place.  Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal. |

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| **MOBILITY** |
| If the position applied for involves driving duties/ability to travel will you be able to fulfil these duties?(person Specification will indicate what is required) | [ ]  Yes | [ ]  No |
| Do you have a full current driving license | [ ]  Yes | [ ]  No |

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| **DECLARATION**  |
| I certify that the information given on this form is factually accurate to the best of my knowledge. I understand information from this form may be used for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1998. In addition, in accordance with this Act, this information may also be used for prevention and detection of fraud and crime. WARNING: any person appointed to the organisation having given false information may be liable to dismissal without notice. |

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| Signature: |  |  | Date: |  |

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| **CONTINUATION SHEET**If you need additional space to answer any of the questions, please use space below. |

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| **MONITORING EQUAL OPPORTUNITIES** |
| Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.**This monitoring information section will not be kept with your application form and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs**.Please complete the Equality and Diversity Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regard to our applicants.Information will be treated in the strictest confidence and used only for monitoring purposes and will not form part of the recruitment decision. Data is collected in accordance with requirements of the Data Protection Act. |

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| **EQUALITY AND DIVERSITY MONITORING FORM** |
| **PERSONAL DETAILS** |
|  |  |  |  |  |  |
| Date of Birth: |  | Sex: | [ ]  Male | [ ]  Female | [ ]  Do not wish to disclose |
|  |
| **MARITAL STATUS** |
|  |  |  |  |
| [ ]  Single | [ ]  Separated | [ ]  Married | [ ]  Widow/Widower |
| [ ]  Civil Partner | [ ]  Divorced | [ ]  Living with Partner | [ ]  Do not wish to disclose |
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| **DISABILITY** |
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| Under the Equality Act 2010 the definition of disability includes anyone with a “physical or mental impairment which has a substantial, long term, adverse effect on their ability to carry out normal day to day activities” Once diagnosed this can include cancer, HIV and other such long term illnesses. |
| Under this definition do you consider yourself to have a disability? | [ ]  Yes | [ ]  No | [ ]  Do not wish to disclose |
| If yes, which of the following describes your disability: |
| [ ]  Speech | [ ]  Visual (not including wearing glasses or contact lenses) |
| [ ]  Hearing | [ ]  Co-ordination dexterity or mobility |
| [ ]  Mental Health | [ ]  Other physical or mental conditions |
| [ ]  Learning Difficulties | Please specify: |  |

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| **RELIGION OR BELIEF** |
|  |  |  |
| [ ]  Buddhist | [ ]  Muslim | [ ]  Jewish |
| [ ]  Hindu | [ ]  Christian | [ ]  Sikh |
| [ ]  Other | [ ]  None | [ ]  Do not wish to disclose |
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| **SEXUAL ORIENTATION** |
|  |  |  |  |  |
| [ ]  Heterosexual | [ ]  Lesbian | [ ]  Gay | [ ]  Bisexual | [ ]  Do not wish to disclose |
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| **ETHNICITY GROUP** |
|  |  |  |
| **Asian or Asian British** |  | **White** |
| [ ]  Bangladeshi | [ ]  British | [ ]  Sri Lankan |  | [ ]  British | [ ]  Irish | [ ]  Italian |
| [ ]  Indian | [ ]  Pakistani | [ ]  Other |  | [ ]  Other(1) |
|  |  |  |
| **Black or Black British** |  | **Dual Heritage** |
| [ ]  African(2) | [ ]  Caribbean | [ ]  British |  | [ ]  White and Black Caribbean | [ ]  White and Asian |
|  |  | [ ]  White and Black African | [ ]  Other |
| **Other** |  |  |  |
| [ ]  Other Background(3) | [ ]  Do not wish to disclose |  |
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| **NOTES** |
| 1. Turkish, Turkish Cypriot, Traveller of Irish heritage, Albanian, Greek/Greek Cypriot, Gypsy Roma, White Eastern Europe, White Eastern Europe, any other White.
 |
| 1. Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonean, Somali, Sudanese, any other Black African.
 |
| 1. Afghan, Kurdish, Latin/South/Central American, Vietnamese, any other ethnic group
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