**New Choices – application form**

**An equal opportunities employer**

**Thank you for your interest in working for New Choices**

Please complete this form in **black ink.**

|  |  |
| --- | --- |
| Please attach more pages, if needed, to help your application. Tick if other pages are attached: |  |
| **Post applied for** |  |
| **Service or location** |  |

1. **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:**  |  | **Other:** |  |
| **Family name:** |  |
| **First name(s):** |  |
| **Address:** |  |
|  |  | **Postcode:** |  |
| **Home tel. no.**  |  | **Mobile tel. no.** |  |
| **Email address:** |  |
| **What type of UK driving licence do you have?**  |  |
| **Do you have regular use of a vehicle which you can use for work purposes?** |  |
| **Do you need a visa/work permit to work in the UK?** |  |
| **Do you need to be registered with the Home office to work in the UK?** |  |

1. **General education, qualifications and training**

**Please list all your qualifications (and their grade) that relate to this job**

|  |  |  |
| --- | --- | --- |
| School/college/university | Dates from and to | Qualification and grade  |
|  |  |  |
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**Please list all relevant training courses you have completed**

|  |  |  |
| --- | --- | --- |
| Course title | Date completed | Details of training |
|  |  |  |
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Successful applicants will be asked to provide proof of qualifications.

1. **Details of current or most recent employment**

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| --- | --- |
|  Name of employer |  |
|  Address |  |
|  |
|  Job title |  |
|  Salary/hourly rate |  |
|  Employment start date |  |
|  Employment end date |  |
|  Reason for leaving |  |
| Your main duties |

1. **Details of other / previous employment**

**Please provide details of past work including voluntary, holiday, home-based or part-time work. Please give explanations for any gaps.**

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| --- | --- | --- | --- | --- |
| Employer’s name and address | Dates from and to | Final salary | Your job title and brief description of duties | Reason for leaving |
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1. **Skills, knowledge, experience and personal qualities**

**Please tell us why you want this job.**

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**What personal qualities and skills will you bring to New Choices?**

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**Please provide any other information that helps your application.**

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1. **Leisure activities and interests**

**Please tell us what you do in your spare time (e.g. leisure interests and hobbies).**

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1. **References**

Please give the names of two people who we can ask for a reference. One of these must be your present or most recent employer. Character references or references from friends, relatives or colleagues are not accepted. We will ask for references before your interview, unless you tick () in one of the boxes below.

1. **Do not contact before interview**

|  |  |
| --- | --- |
| Current or most recent employer |  |
| Name and position within organisation |  |
| Address |  |
| Telephone number |  | Email address |  |
| Who was this person, for example, were they your manager? |  |

1. **Do not contact before interview**

|  |  |
| --- | --- |
| Other employer |  |
| Name and position within organisation |  |
| Address |  |
| Telephone number |  | Email address |  |
| Who was this person, for example, were they your manager? |  |

1. **Other information**

Have you ever been known by any other name than the one on this form (maiden name, adoptive or common-law name, previous married name, for example)?

|  |  |
| --- | --- |
| If yes, what was the name(s)? |  |

Are you related to any member, trustee or officer of New Choices or anyone involved in Yes No

If yes, please give details (asking them to help you get this job is not allowed):

|  |
| --- |
|  |

**Please provide information that helps your application, linking to the personal specification.**

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1. **Disclosure and Barring Service declaration**

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| --- |
| The post for which you are applying is exempt from The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. New Choices will apply for an enhanced check to the Disclosure and Barring Service (DBS).All convictions, cautions, reprimands and final warnings should be disclosed. Disclosure should include both spent and unspent convictions, etc. and including driving disqualifications, unless they would be filtered by the DBS current guidance (found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>.) |
| **Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with the current guidance?**If yes, please give details below. If you do not have any convictions, cautions, final warnings or reprimands, please state below, **‘I do not have any convictions, cautions, final warnings or reprimands’.**Failure to disclose such information may be regarded as grounds for dismissal if you are appointed. Having a criminal record will not necessarily bar you from employment with New Choices. |
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1. **Declaration**

All applicants must be eligible to live and work in the UK, as required under the Immigration, Asylum and Nationality Act 2006. Documented evidence of eligibility will be required from candidates as part of the recruitment process.

I have evidence of my eligibility to live and work in the UK, and I give permission for new Choices to contact the Home Office/United Kingdom Immigration Service in order to establish my immigration status and eligibility to work if necessary.

I understand that, to the best of my knowledge, all the information given by me on this form is complete and true. I understand that, if I have told a lie or have deliberately left anything out, or if any information is misleading in any way, this may be a good enough reason for New Choices to turn down my application or, if I am already employed by New Choices, to be dismissed by New Choices.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Data Protection Act** – The information contained in this form will be used by New Choices for dealing with your application, for assessing your performance in the future (if your application is successful) and monitoring how well our recruitment and other processes work. If you do not get this job, this form will be kept on file for up to 1 year for any other suitable jobs that we need to fill. If you do not want us to keep this form please tick () the box, then we will destroy it after 6 months.