Our vision is a society where dementia is wholly understood and accepted, enabling people living with dementia to be fully supported throughout the whole of their journey

Strictly Confidential

APPLICATION FORM

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| 1. PERSONAL DETAILS
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|  |  |  |
| --- | --- | --- |
| Surname | First Name | Title |
| AddressPost Code |
| Home Number | Mobile Number |
| Work Number*(We will only contact you at work with your permission)* | E-mail Address |

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| 1. POSITION APPLIED FOR
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| --- | --- | --- |
| Position | Salary Expectation | If you were successful in your application, please supply the earliest date on which you could start work: |

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| 1. REFERENCES
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Please give details of two people from whom references can be sought. One of the referees must be your current or most recent employer – references from friends or relatives cannot be accepted. If this is an application for your first job this may be your school teacher / higher / further education lecturer. References will only be taken if you commence employment with us.

|  |  |  |
| --- | --- | --- |
| **Present Employer** | Company Name:Contact Name:Contact Position: | Address:Email Address:Telephone Number: |
| **Previous Employer** | Company Name:Contact Name:Contact Position: | Address:Email Address:Telephone Number: |
| 1. WORK AND RELATED EXPERIENCE
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Starting with your most recent job, please list below your work experience including any temporary jobs

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Current or Last Employer** | **Dates**  | **Job Title and Responsibilities** | **Reason For Leaving** |
|  |  |  |  |

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| --- | --- | --- | --- |
| **Previous Employers** | **Dates**  | **Job Title and Responsibilities** | **Reason For Leaving** |
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| 1. EDUCATION
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Please give details of your education

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| --- | --- | --- | --- |
| **School/College/University Name & Address** | **Dates** | **Subjects Studied** | **Results** |
| From | To |
|  |  |  |  |
|  |  |  |  |

Qualifications

Please give details of any qualifications

|  |  |  |
| --- | --- | --- |
| **Qualifications/Skills** | **Professional Body** | **Results & Dates** |
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| Please give details of any voluntary work you have undertaken or have been involved in. |
| 1. SUPPORTING STATEMENT
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| Complete this section as fully as possible. **It is very important in shortlisting for interview**. Please refer to the job description to see what skills, experience and knowledge are required for this job and give examples that relate to your experience - including special skills, qualifications or experience which make you particularly suitable to the role. Include both relevant paid and voluntary experience. You will be required to further demonstrate these skills & experiences at interview. Please limit your response to 2 pages. |
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6. Supporting Statement (continued)

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| 1. ADDITIONAL INFORMATION
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Entitlement to Work in the UK

|  |  |
| --- | --- |
| National Insurance Number |  |
| Alternatively, are you able to provide evidence that you can legally work in the UK? |  [ ]  Yes [ ]  No  |

Health

|  |
| --- |
| Are you prepared to complete a medical questionnaire and if required, attend a medical before joining the organisation? [ ]  Yes [ ]  No |

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| Do you have a disability? [ ]  Yes [ ]  No |
| If Yes: What adjustments do you require to help you make this application and attend an interview? |

Data Protection Act 2003

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| The information you supply in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personal file. If you are not successful, your details will be kept for six months and then destroyed.I understand that the Information on my job application form may be held on manual or computer systems |
| Signed: | Date: |

Declaration

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| I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I also understand that if it is subsequently discovered any statement within is false or misleading, or that I have withheld or not declared any relevant matters which could affect my application, this may lead to the withdrawal of any offer of employment or termination of future employment.  |
| Signed: | Date: |

Dementia Support is committed to safeguarding and promoting the welfare of people living with dementia and their carers. It expects all employees and volunteers to share this commitment. The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment.Any offer of employment will be subject to receipt of satisfactory references and where necessary an Enhanced DBS check.

Please complete the following and return with your application.

This will be separated from the application form prior to shortlisting and will not be available to those involved in the selection process.

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| 1. Declaration of Criminal Record
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Because of the sensitive nature of the duties the post holder may be expected to undertake, you are required to disclose details of any criminal record, under the [**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended on 2013)**](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)**.**

You must provide information. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining this position.

If you are shortlisted and have declared a criminal record and if we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you it is because we have taken the view that it should not be considered in deciding your suitability for the role.

If you require further information or have any concerns about filling in this declaration, please contact: sally.tabbner@dementia-support.org.uk.

If your application is successful, and you are offered the post, a Disclosure and Barring check will be sought if applicable to the role.

The amendments to the Exceptions Order 1975 (2013) 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 the cautions and convictions can be found on the [**Disclosure and Barring Service website**](https://www.gov.uk/government/collections/dbs-filtering-guidance)

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|  Please delete as appropriate |
| Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?  | Yes / No |
| Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes / No |
| Are you barred from working with vulnerable groups or subject to sanctions of a regulatory body?  | Yes / No |
| If yes to any of the above, please supply details:  |
| Nature of Offence:(i.e. conviction, caution, bind over, reprimand, warning or allegation) | Offence | Date of Offence | Disposal (if known) |
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| I confirm that the information given here is true | Signed: | Date: |