

Pathfinders

APPLICATION FORM

The Manager
 Pathfinders
 2A Greave Clough Drive
 Bacup
 Lancs
 OL139HP
 Telephone: 01706 877731
 E-mail:
 susanpathfinders@btconnect.com

APPLICATION FOR THE APPOINTMENT OF:
.....

1. PERSONAL DETAILS

Name (Block Letters)	National Insurance Number
Address (Block Letters)	Telephone Numbers
	Home:
	Work:
Have you a full current driving licence?	Yes / No
Do you require a work permit to work in the UK?	Yes / No
Is the UK your country of origin? Yes / No	
If it is outside of the UK, how long have you lived in the UK?	
Date of Birth:	

2. EDUCATION / TRAINING / QUALIFICATIONS

Types of Education i.e. Secondary School/College/University	Dates		Qualifications Gained	Grades	Date
	To	From			
Relevant non-qualification courses attended within the last 5 years					
Organising Body		Course Details		Date	

Membership of Professional Bodies		
Body	Membership Status	Date
IF CALLED FOR INTERVIEW, PLEASE BRING YOUR QUALIFICATIONS AND MEMBERSHIP CERTIFICATES WITH YOU		

3. PRESENT EMPLOYER

Name and Address	Nature of Business
	Present Salary (with grade if possible)
	Other Benefits
Telephone No.	
Job Title	Responsible to
Date of Appointment	
Notice Required	
Reason for leaving:	
Brief Description of Duties	

4. PREVIOUS EMPLOYER Please list below all your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. You must include details of any gaps or breaks in service, including outside of employment. **Please note we reserve the right to contact any former employer, even if they have not been named as one of your chosen referees.**

Employer	Job Title	Grade / Salary	Dates To From	Reason for leaving

5. DETAILS OF RELEVANT EXPERIENCE AND ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

This is one of the most important parts of the application form and should be planned carefully.

You should provide details in relation to all the criteria for the post as this is used to shortlist. However, if the **Person Specification** says an **essential** skill, competency or experience will be identified from the application form, you **must** say in this section **how** you meet the requirement. **You can only be considered for interview if you show how you meet all the criteria listed.**

Use the **Person Specification** to help you pick out the relevant parts and organise the information concisely, focusing on how you meet the job requirements. **It is not enough to simply state that you meet the criteria - you should explain how you meet the criteria, giving examples from your previous paid or unpaid/voluntary experience.**

6. PREVIOUS CONVICTIONS

Please declare any current or previous convictions including bind-overs and cautions, offences committed as a juvenile, offences committed whilst serving as a member of the armed forces, and committed overseas. 'Spent' convictions must also be disclosed, as this post is not covered by the provisions of the Rehabilitation of Offenders Act (1974) (Exceptions) (Amendment) Order 1986. What this means is that you must declare any form of convictions.

Please note that the declaration of convictions may not necessarily debar you from the post but will be taken into account as part of the selection process. Failure to declare such convictions will be viewed as gross misconduct in the event of any subsequent employment with the organisation.

7. DISMISSALS (excluding redundancy & retirement)

Have you ever been dismissed from any employment? YES / NO
If yes on what grounds?

Have you ever been the subject of any child protection concern, in your work or personal life, or disciplinary action, including any which is time expired? YES / NO
If yes please provide details.

Have you ever been disqualified from working with children or other vulnerable people?
YES / NO
If yes please provide details.

Failure to declare any such incidents may lead to disqualification for appointment or to dismissal

8. HEALTH

Statement as to general health. Please give full details of absences from work because of illness and/or other occasions over the last 2 years. Please give details of any long term progressive illness & any medication.

