**Application for Employment**

**Post applied for:**

**Where did you see the post advertised?**

**Personal Details**

|  |  |
| --- | --- |
| **Title** | Choose an item. |
| **Surname/Family Name** |  |
| **First Name** |  |
| **Preferred Name** |  |
| **Current Address** |  |
| **Postcode** |  |
| **Email Address** |  |
| **Home Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Do you have a current driving licence?** | Choose an item. |
| **How long have you held your licence?** |  |
| **Do you have your own transport?** | Choose an item. |
| **Please provide any endorsement details relating to your licence.** |  |

**Education – Most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| **Establishment** | **Qualification Type** | **Subject** | **Grade/Result** |
|  |  |  |  |

**Training History/Professional Status – Most recent first**

|  |  |  |
| --- | --- | --- |
| **Date** | **Location/Details** | **Notes** |
|  |  |  |

**Employment History**

Current/most recent first. Information must cover the whole of your working life to date. Use a separate sheet if required. Please include any relevant voluntary work or trainee placements.

|  |  |
| --- | --- |
| **Name and address of most current/last employer:** |  |
| **Nature of the business** |  |
| **Job Title/Role** |  |
| **Salary/Rate** |  |
| **Start Date** |  |
| **Leave Date/Notice Period** |  |
| **Reason for Leaving** |  |
| **Brief summary of main duties and**  **responsibilities:** | |
|  | |

**Employment History Continued**

|  |  |
| --- | --- |
| **Name and address employer prior to above:** |  |
| **Nature of the business** |  |
| **Job Title/Role** |  |
| **Salary/Rate** |  |
| **Start Date** |  |
| **Leave Date (if applicable)** |  |
| **Reason for Leaving** |  |
| **Brief summary of main duties and**  **responsibilities:** | |
|  | |

|  |  |
| --- | --- |
| **Name and address employer prior to above:** |  |
| **Nature of the business** |  |
| **Job Title/Role** |  |
| **Start Date** |  |
| **Leave Date (if applicable)** |  |
| **Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Name and address employer prior to above:** |  |
| **Nature of the business** |  |
| **Job Title/Role** |  |
| **Start Date** |  |
| **Leave Date (if applicable)** |  |

|  |  |
| --- | --- |
| **Name and address employer prior to above:** |  |
| **Nature of the business** |  |
| **Job Title/Role** |  |
| **Start Date** |  |
| **Leave Date (if applicable)** |  |
| **Reason for Leaving** |  |

**Employment Gaps**

|  |
| --- |
| **If you have any gaps within your employment history, please state the reasons for the gaps below.** |
|  |

**Supporting Statement**

Please use this section to explain why you would make a good applicant for this post, including experience you have gained, (both in work and in voluntary/domestic activities), skills you have to offer and personal qualities. Relate your comments to the job description, personal specification and advertisement (Please continue on a separate sheet to a maximum of 4 pages).

**Please do not use a pre-prepared CV.**

**Right to Work in the UK**

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | Choose an item. |
| Are there any restrictions to your right to work in the UK? | Choose an item. |
| If yes, please provide details. | |
| If you are successful in the application, would you require a work permit prior to taking up employment? | Choose an item. |

**Assistance With the Interview Process**

|  |  |
| --- | --- |
| Do you require us to make any special arrangements in order for you to participate in the interview process? | Choose an item. |
| If yes, please provide details | |

**Relations of Space2BHeard Staff, Directors, or Advisory Board**

***This information will not hinder your success in the application process, however, failure to disclose this information will be seen as a conflict of interest.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does anyone in your household, close relatives or friends work for Space2BHeard or are part of our Advisory Board? | | Choose an item. | | | |
| **If yes, please complete the below.** | | | | | |
| Their Name | Relationship to you | | Do they work for Space2BHeard? | Are they on the Advisory Board? |
|  |  | |  |  |

**References**

Please provide reference details from your two most recent employers and an additional character reference. Please note referees will not be contacted prior to a job offer being made. Completion of this section is a minimum requirement and failure to complete will result in your application not being processed.

Should you have any issues with supplying suitable reference details, please contact the Business Support Team at [hello@s2bh.org](mailto:hello@s2bh.org) for advice, prior to submitting your form.

**Employment References**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Organisation Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Post Code |  |  |
| Telephone |  |  |
| Work Email Address |  |  |

**Character Reference**

|  |  |
| --- | --- |
| Name |  |
| Job Title (if applicable) |  |
| Company (if applicable) |  |
| Address |  |
| Telephone |  |
| Email Address |  |
| Relationship to you |  |

**Declaration**

I understand that the information contained in this form is personal data, which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 2018. I understand that if I am not appointed this data will be held for 6 months and then destroyed.

I declare that I have been honest, and the information given on this form is correct to the best of my knowledge.

I understand that my application may be disqualified or, if appointed, formal action, including dismissal could be taken against me if I have given any false information or misrepresented anything.

I consent to Space2BHeard approaching the referees whose name and relevant contact details I have set out to obtain references about me for the purpose of assessing my suitability for employment with the Company.

I understand that if I enter my name in the signature box instead of a real signature and submit this application by email I accept and agree to be bound by the conditions of this declaration.

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

**What Happens Next?**

Once you have completed all sections of this form, please return by email to [hello@s2bh.org](mailto:hello@s2bh.org) or alternatively by post to Space2BHeard 267 Beverley Road, Hull, HU5 2ST. We will then confirm via email that we have received your application.

The recruitment process has a minimum of two stages. The completion of this application form is part one. This application will be reviewed after the closing date and a decision made as to whether to proceed to stage two, the interview, based on this information. Incomplete forms will not proceed to stage two.

If you are successfully offered the role, we will offer it subject to a number of conditions and checks. This will include completion of a DBS check, with the type of check being dependent on role. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. All these conditions and checks must be completed to have your offer confirmed.

**Thank you for your interest in working for Space2BHeard CIC and we wish you luck with your application.**

Space2BHeard CIC

267 Beverley Road

Hull

HU5 2ST