



Application Form

Please complete all sections of this application form using black ink or type.

Post applied for:	
Closing date:	Reference number:

Personal Details

First name:	Surname:
Address:	
Telephone number (Day):	Telephone number (Evening):
Email:	Mobile:

Education

General/Secondary Education

Subject	Level	Grade	Year obtained

(Please continue on a separate sheet if necessary).

Further/Higher Education

Subject	Level	Grade	Year obtained

(Please continue on a separate sheet if necessary).

Languages (please identify your fluency level in any language)

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Member of Professional Bodies

Institution/Society	Date membership obtained	Grade

Present or Most Recent Employment/Voluntary Work

Job Title:	Salary:	
Name and address of employer:		
Telephone:	Fax:	Email:
Employed from:		to:
Notice period(if applicable)		
Reason for leaving:		
Brief description of duties/responsibilities		

(Please continue on a separate sheet if necessary)

Employment History

Dates from/to	Name of employer	Job title	Reason for leaving	Finishing salary

(Please continue on a separate sheet if necessary)

Person Specification

Please describe below how you meet the requirements of the person specification for this post. You should provide examples and evidence of the competencies within each quadrant of the competency framework. You should address the personal attributes and include essential/desired qualifications and previous experience.

(Please continue on a separate sheet if necessary)

Equal Opportunities Monitoring Form

Post applied for:

Job reference:

Destiny Support is committed to developing positive policies to promote equal opportunities in employment to ensure all applicants are treated equally regardless of gender, race, ethnic origin, culture, disability or sexuality. All information provided on this form will be treated in strictest confidence. In order that we can monitor the effectiveness of this policy please can you complete the following information:

I am:

Male

Female

Date of birth:

I consider my religion to be:

- Baha'i
- Christianity
- Islam (Muslim)
- Judaism
- Sikhism Zoroastrianism (parsi)
- Question refused

- Buddhism
- Hinduism
- Jainism
- Rastafarianism
- No religion

I consider my sexual orientation to be:

- Homosexual
- Bisexual
- Question refused

- Gay
- Lesbian

I consider my ethnic origin to be:

- White British
- White Irish
- White Other

- Asian-British/Indian
- Asian-British/Pakistani
- Asian-British/Bangladeshi
- Asian-British/Other

- Mixed-White & Black Caribbean
- Mixed-White & Black African
- Mixed-White & Asian
- Mixed-White & Other

- Black-British/Caribbean
- Black-British/African
- Black-British/Other
- Chinese/Other
- Questions refused

Do you consider yourself to have a disability?

Yes No

If you have/or have had a disability that affects your ability to carry out the role you are applying for, please outline any reasonable adjustments that we could make to the job that would enable you to compete for it fairly:

Where did you see this job advertised:

General Information

Please state any dates that you will not be available for interview:	
Are you related to, live with or have a relationship with any of our current employees or Service Users?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	
Do you require a work permit for this job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold one of the following? <input type="checkbox"/> Birth certificate <input type="checkbox"/> Passport <input type="checkbox"/> Work permit <input type="checkbox"/> Travel document	
You will need to provide one or more of the above documents. Please note an Enhanced CRB check is mandatory before commencing employment.	
Do you hold a full UK driving license?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Rehabilitation of Offenders Act

Please enclose in a sealed envelope any cautions, charges or convictions you have had for criminal offences subject to the Rehabilitation of Offenders Act 1974 (please ensure you read the guidance notes).

References

Please provide two references, one of which must be from your present or most recent employer. Referees should not be friends, relatives or immediate colleagues. If this is your first employment, one reference must be from your head teacher or lecturer. All appointments are subject to the receipt of two satisfactory references. We reserve the right to take up references from any previous employer.	
Current/most recent employer	Second referee
Job title:	Job title:
Business address:	Business address:
Tel: Fax:	Tel: Fax:
Email:	Email:
In what capacity do you know this person?	In what capacity do you know this person?
May we take up references before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we take up references before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that falsifying or withholding information may result in my dismissal if appointed. I understand that the information given on this application form will be handled and processed in accordance with the Data Protection Act 1998. If I am appointed, the information will form part of my personnel record and may be used for statistical analysis and to administer the company's operations in connection with my employment.

Signature:

Date:

Guidance Notes -Completing the Application Form

Thank you for the interest you have shown in working for Destiny Support. To assist you in completing the application form please read the following guidance notes.

When completing the application please ensure that:

- You enter the post you are applying for and reference number.
- You complete all sections of the form.
- You complete the application in black ink or type.
- You sign and date the application form.

Remember, you should:

- Do a rough draft first so that you avoid mistakes and repetitions on your application form.
- Check that all sections are completed, including references, employment history and personal details.
- Keep a photocopy of the application for your own records.

Person Specification:

The 'Person Specification' is the most important part of your application and should be used to provide us with examples/evidence of the competencies within each quadrant of the competency framework and personal attributes. If you do not address each quadrant of the competency framework and demonstrate concisely, with relevant examples, how you meet the criteria, then you are unlikely to be shortlisted.

Equal Opportunities:

Attached to the application is our equal opportunities monitoring form. We ask that you complete this form in order that we can monitor the effectiveness of our equal opportunities policy and for no other reason. When your application is returned, the monitoring form will be separated from it prior to shortlisting and will be used for statistical monitoring only, before being destroyed.