



DASH  
 Wood End Centre  
 Judge Heath Lane  
 Hayes, UB3 2PB  
 Tel: 0208 848 8319  
 Fax: 0208 848 8324  
 Email: info@dash.org.uk

## APPLICATION FORM

*Please write clearly in Black Ink or Typescript*

Position Applied for:

Where did you see the job advertised?

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)	
Surname: (Mr/Mrs/Ms/Miss)	Forenames:
Address:	Tel No. (Home):
	E-mail address:
	Tel No. (Business):
	Mobile No:
	National Ins. No:

WORKING IN THE UK				
Are you eligible to work in the UK/EEA?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Do you need a work permit to work in the UK?	<input type="checkbox"/>		<input type="checkbox"/>	
Do you require further leave to remain?	<input type="checkbox"/>		<input type="checkbox"/>	

EDUCATION & PROFESSIONAL QUALIFICATIONS (ORIGINAL DOCUMENTATION AS PROOF OF QUALIFICATION WILL BE REQUIRED AT INTERVIEW)		
Secondary Schools, Colleges, University	Examinations taken	Result

**EMPLOYMENT HISTORY**

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment, and if you have been self employed you will be required to provide proof.

If you are successful for the post, we will obtain references which may cover a full 5 year history. They could include time spent in education.

<b>PRESENT POST</b>	
Title of Post:	Salary:
Name & Address of Employer:	Business of Employer:
	Date commenced:
	Date ended: (If applicable)
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):	
Reason for leaving or wishing to leave:	
Period of notice required to terminate present employment:	

**PREVIOUS EMPLOYMENT** (in chronological order, include periods of non employment)

Name and Address of Employers	Position held	Dates		Reason for leaving and final salary/grade
		From	To	

**REFEREES** (Please provide referees for a minimum 5 year work history if possible. If you are unable to do so, please provide names of individuals who can provide character references, such as a Doctor or Teacher)

Name of 1 <sup>st</sup> Referee:	Organisation:
Full address of referee:	Position Held:
Email Address:	Contact telephone Number:

Name of 2 <sup>nd</sup> Referee:	Organisation:
Full address of referee:	Position Held:
Email Address:	Contact telephone Number:

Name of additional Referee:	Organisation:
Full address of referee:	Position Held:
Email Address:	Contact telephone Number:

## RELEVANT EXPERIENCE

Please describe here how your knowledge, experience and skills match those required for this post and listed in the person specification. Please then read the notes included with this form before you complete this section, you may use a continuation sheet if necessary.

## OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant)

Do you hold a current full driving licence? YES/NO

Do you own a car? YES/NO

Are you related to any member or employee of DASH? YES/NO

If yes, please provide name(s) and state relationship:

Are there any adjustments which you think we could make to overcome a disability in relation to the essential requirements of this job? YES/NO

If Yes, please provide further details (use a continuation sheet if necessary):

**REHABILITATION OF OFFENDERS ACT 1974 Please note:** This post is regarded as exempt under the Rehabilitation of Offenders Act 1974. You are therefore required to declare here whether or not you have any criminal convictions even if they would otherwise be regarded as spent. If you do not have any convictions, please write **NONE**.

Please declare any unspent convictions (or all convictions if the post is exempt) on a separate sheet and tick this box if doing so

## REHABILITATION OF OFFENDERS ACT 1974

The job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and/or job description will state that the job is exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered 'spent'. Please answer Q1 and Q2.

1. Have you ever been cautioned or convicted of a criminal offence?

Yes  No

2. Have you ever been disqualified from working with children or vulnerable adults?

Yes  No

You may be asked to provide details to the panel if selected for interview.

If you do not disclose any criminal convictions or caution, including those 'spent', it could result in withdrawal of the job offer, dismissal or disciplinary action by the organisation.

Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

I will declare to the organisation, if appointed, my intention to continue to work for another employer or on a self employed basis (under the Working Time Directive).

## DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated.

Signed:.....Date:.....

Name: .....

***Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.***

Thank you for completing this application. Please return to:

**DASH, Wood End Centre, Judge Heath Lane, Hayes, UB3 2PB**

### **General Data Protection Regulations**

The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the DASH systems. Such data may also be used to produce depersonalised statistics.