Please complete all sections in **BLACK** ink with **BLOCK LETTERS**. You must complete this form even if submitting your own CV. ***All replies will be treated in the strictest confidence.***

|  |  |
| --- | --- |
| **Position Applied for:** | **Closing date:**  **Ref No:** |

|  |
| --- |
| **Where did you learn about the vacancy?** |

|  |  |
| --- | --- |
| **Mr/Mrs/Ms/Miss or other title:**  **Surname:** | **First Name(s)** |

|  |
| --- |
| **(dates)**  **Maiden or other surnames: From to**  **From to**  **From to** |

|  |  |
| --- | --- |
| **Address:** | **Home Tel No:** |
|  | **Mobile Tel No:** |
|  | **Date of Birth** |
|  | **Marital Status** |
|  | **Dependents** |
|  | **National Insurance No:** |
|  | **Email address:** |

|  |  |  |
| --- | --- | --- |
| **Do you hold a valid manual driving licence? Yes / No** | **Do you have regular use of a car? Yes / No** | **Do you have experience of motorway driving? Yes / No**  **If Yes for how long?** |
| **Do you have any Endorsements?**  **Yes / No** | **If Yes please give details** | |

**Education and qualifications**: Please state details of any studies you have undertaken and qualifications, including all courses you may currently be undertaking. All kinds of study may be relevant to this post. ***Primary school details are not required.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/college/university** | **From** | **To** | **Qualification Gained/Subjects** | **Grades etc.** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Have you applied to What’s Out There Limited in the past?**  **Yes/No** | **If yes, please state the date & any other information:** |
| **Are you related to any other employee of What’s Out There Limited, including the Senior Management Team?**  **If so, please state their name and your relationship with them.** | |

**Employment history** (from leaving school)

Starting with your current employer and working backwards. Please include **FULL employment history** including periods of unemployment, time off work or absenteeism. (Please write additional pages if applicable)

|  |  |
| --- | --- |
| Current employer**:** | **Position held:** |
| **Address** | **Employed from (date)** |
|  | **Pay and benefits** |
|  | **Notice required** |
|  | **Reason for wishing to leave** |
| **Description of duties** | |

**Other employment history**

|  |  |
| --- | --- |
| **Name of employer:** | **Position held:** |
| **Address** | **Employed From (date)**  **To** |
|  | **Pay and benefits** |
|  | **Reason for leaving** |
| **Description of duties** | |

|  |  |
| --- | --- |
| **Name of employer:** | **Position held:** |
| **Address** | **Employed From (date)**  **To** |
|  | **Pay and benefits** |
|  | **Reason for leaving** |
| **Description of duties** | |

|  |  |
| --- | --- |
| **Name of employer:** | **Position held:** |
| **Address** | **Employed From (date)**  **To** |
|  | **Pay and benefits** |
|  | **Reason for leaving** |
| **Description of duties** | |

|  |  |
| --- | --- |
| **Name of employer:** | **Position held:** |
| **Address** | **Employed From (date)**  **To** |
|  | **Pay and benefits** |
|  | **Reason for leaving** |
| **Description of duties** | |

**References:**

Please give name and address of TWO referees, one of whom must be a current or last employer

If you **DO NOT** want referees to be approached before interview stage please express that here.

|  |  |
| --- | --- |
| **Name & Position** | **Name & Position** |
| **Company Name** | **Company Name** |
| **Address** | **Address** |
|  |  |
| **Postcode:** | **Postcode:** |
| **Tel No:**  **Email Address:** | **Tel No:**  **Email Address:** |

Other employment

|  |  |
| --- | --- |
| **If offered a post would you continue to work in any other capacity? Yes/No** | **If Yes, please give details:** |

**Training:**

Please give details of any training you have had which you feel may be relevant, including any on the job training.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Duration** | **Title of training/brief description etc.** |

**Working with Young People:**

|  |
| --- |
| **The young people we work with are often seriously disadvantaged and may display challenging behaviour. Please explain why you want to work with young people and what personal experience and skills in caring for young people you feel you would bring to the organisation.** |

**Other information:**

|  |
| --- |
| **Please use this space to give us any other information you feel might help your application. We are interested in things you may have learned in other ways that study or paid employment, like bringing up a family, relationships with friends, spouses, partners etc. Hobbies and interests, voluntary work etc.** |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**.

A) Because of the nature of the work for which you are applying, the provisions of Section 4 (20 of the Rehabilitation of Offenders Act 1974 does not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, NOT entitled to withhold information about convictions which for the purposes are ‘spent’ under the provisions of the Act, and in the event of employment, any failure to disclose such convictions will result in your removal from our register. Any information you may give will, of course, remain strictly confidential.

Should you be successful in the interview and selection process for What’s Out There Limited, it will be necessary for an enhanced disclosure from the Disclosure & Barring Service (DBS).

Please sign below as confirmation of your agreement for the above police check to be carried out.

|  |  |
| --- | --- |
| Signed: |  |
| Dated: |  |

Have you ever been policed checked? Yes / No

If so, by whom were you checked? ………………………………………………………………………….

Have you ever been convicted of a criminal

Offence? (If Yes, please complete section B) Yes / No

Have you ever been the subject of a

disciplinary hearing? Yes / No

B) Details of any convictions:

|  |  |  |
| --- | --- | --- |
| Offence | Date of Conviction | Sentence |
|  |  |  |

I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate and I have omitted no relevant details. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice from What’s Out There Limited.

I acknowledge that this post is a non-smoking position and What’s Out There Limited has a non-smoking policy.

All properties, training venues, social functions and vehicles are non-smoking areas.

**Are you considered disabled under the Disability Discrimination Act 1995? Yes/No**

**If yes, please give details of any special arrangements you will need should you be invited to interview or for future employment:**

**………………………………………………………………………………………………………………………………….**

By signing and returning this application form you consent to What’s Out There Limited using and keeping information about yourself provided above – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview.

**The information supplied in this application form is accurate to the best of my knowledge:**

|  |  |
| --- | --- |
| **Signed:** |  |
| **Dated:** |  |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO**:

**HR Department, What’s Out There Limited, Brookside Farm, Mackham Lane, Dunkeswell, Honiton, Devon, EX14 4ST**

**Equal Opportunities Monitoring Form**

What’s Out There Limited is committed to a policy of equal opportunities in our employment practices and selection procedure. We recognise that discrimination may occur on the basis of sex, disability, mental status, colour, ethnic origin or race. To this purpose it is essential to monitor the effects of What’s Out There Limited equal opportunities policy and as far as possible to ensure that no group of people is being treated unfairly, to identify areas of under representation and to assess those areas where positive action is needed. The information you provide will be invaluable in shaping our future policies.

Your co-operation in completing this form would be greatly appreciated. The information you give will be strictly confidential to the Human Resources Department and will not be seen by the shortlisting or selection panel. Applications will be judged solely on the basis of merit.

You are not obliged to answer any of the questions, but you will appreciate that for monitoring to be wholly effective, we hope to have a 100% response. If you do not wish to answer any questions this will not effect your application in any way.

Name:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . Job Reference No: . . . . . . . . . . . . . . . . . .

Post applied for: . . . . . . . . . . . . . . . . . . . . . . Publication seen in: . . . . . . . . . . . . . . . . .

Do you currently work for What’s Out There Limited? Yes 🞎 001 No 🞏 002

**I would describe myself as:-**

Black – Caribbean 🞏 101 White 🞏 108

Black – African 🞏 102 Irish 🞏 109

Black – Other 🞏 103 Italian 🞏 110

(Please describe) . . . . . . . . . . . . . . . . . . . Cypriot 🞏 111

Indian 🞏 104 East African Asian 🞏 112

Pakistani 🞏 105 Japanese 🞏 113

Bangladeshi 🞏 106 Any other ethnic group 🞏 114

Chinese 🞏 107 (Please describe) . . . . . . . . . . . . . . . .

**Age:-** 16-20 🞏 201 36-45 🞏 204 60-64 🞏 207

21-25 🞏 202 46-55 🞏 205 65 and over 208

26-35 🞏 203 56-59 🞏 206

**Sex:- Marital Status:-**

Female 🞏 301 Single (including widowed and divorced) 🞏 401

Male 🞏 302 Attached 🞏 402

Married 🞏 403

**Would you describe yourself as having a disability?**

Yes 🞏 501 No 🞏 502

**If yes are you registered?** Yes 🞏 503 No 🞏 504

**What is the grade you are applying for?**

Manual 🞏 601 Registered Manager 🞏 606

Crafts 🞏 602 Services 🞏 607

Clerical/Administrative Senior Management /Director 🞏 608

(Scale 1-3) 🞏 603

Clerical/Administrative Job Share 🞏 609

(Scale 4-6) 🞏 604

Support Worker 🞏 605 Junior Management 🞏 610

Teacher 🞏 611