APPLICATION FOR EMPLOYMENT

Please complete all sections of the application form and return to: [recruitment@connectionsupport.org.uk](mailto:recruitment@connectionsupport.org.uk) ensuring that the **supporting statement** is completed, explaining why you are applying for this position and how you meet the selection criteria outlined in the Job Description and Person Specification documents.

**By Post to**: Claydon House, 1 Edison Road, Rabans Lane, Aylesbury, Bucks HP19 8TE

**By Email to**: [recruitment@connectionsupport.org.uk](mailto:recruitment@connectionsupport.org.uk)

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| **Position Applied for: Business Support Administrator** | **Location: Buckinghamshire**  **(Offices in Wycombe & Aylesbury)** |
| **Return by: Wednesday, 6th April 2022** | **Interviews: Tuesday, 12th April 2022** |
| Please indicate preference: Full Time  Part Time | |

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| **Personal details** | | |
| Title: | Forename: | |
| Surname: | | |
| Current address:  Postcode: | |  |
| Daytime tel. | | Mobile tel. |
| Email address: | | |

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| **Qualifications and training** *(please include any training courses you have attended which would be relevant to this post - continue on a separate sheet if necessary)* | | | |
| Qualification  (Subject and level) | School/College name or awarding body | Date attained | Qualification result |
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| **Current employment** *(where applicable)* | | |
| Job title: | | |
| Employer name: | | |
| Employer address:  Postcode: | |  |
| Main duties: | | |
| Start date: | | End date: |
| Reason for leaving: | | |
| Current salary/salary on leaving | £ per month/year | |
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| **Previous employment** *(please list in chronological order, starting with the most recent - continue on a separate sheet if necessary)* | | |
| Job title: | | |
| Employer name: | | |
| Employer address:  Postcode: | |  |
| Main duties: | | |
| Start date: | | End date: |
| Reason for leaving: | | |
| Current salary/salary on leaving | £ per month/year | |

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| Job title: | | |
| Employer name: | | |
| Employer address:  Postcode: | |  |
| Main duties: | | |
| Start date: | | End date: |
| Reason for leaving: | | |
| Current salary/salary on leaving | £ per month/year | |
|  | | |
| Job title: | | |
| Employer name: | | |
| Employer address:  Postcode: | |  |
| Main duties: | | |
| Start date: | | End date: |
| Reason for leaving: | | |
| Current salary/salary on leaving | £ per month/year | |

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| **Please provide details** **of any periods of voluntary work, travel, career breaks and unemployment** |
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| **Do you consider yourself to have a disability?** | YES/NO |
| If YES; please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process: | |

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| **Working in the UK** | |
| Do you have the right to work in the UK? | YES/NO |
| If YES, please note any conditions attached; for example time limitations: | |

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| **Do you need a work permit to work in the UK?** | YES/NO |
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| **When can you start work for us?** |
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| **Referee details** *(please provide reference details of your current and previous employer.* | | | |
| **REFERENCE ONE:** | | | |
| Title: | Forename: | | |
| Surname: | | | |
| Job title: | | | |
| Company name (where relevant): | | | |
| Address:  Postcode: | |  | |
| Contact tel. | | Email address: | |
| Referee’s relationship to you? | | | |
| Permission to contact this referee now? | | | YES/NO |

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| **REFERENCE TWO:** | | | |
| Title: | Forename: | | |
| Surname: | | | |
| Job title (where relevant): | | | |
| Company name (where relevant): | | | |
| Address:  Postcode: | |  | |
| Contact tel. | | Email address: | |
| Referee’s relationship to you? | | | |
| Permission to contact this referee now? | | | YES/NO |

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| **Availability** | |
| Are there any dates when you are not available for interview? | YES/NO |
| If YES, please give details: | |
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| **Effective recruitment** | |
| To help us with future recruitment please indicate how you found out about this vacancy | |
| Connection Support Website 🞏 Indeed 🞏 Other (please specify) 🞏 | |

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| **Supporting Statement.** *Please read the job description and person specification for this post before completing this section. These describe the skills, experience, knowledge and abilities which are required (the ‘selection criteria’). Your skills and experience may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare-time activities, and training. Please describe how you meet the selection criteria and explain why you wish to apply for this job.* |
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| **Previous employment** | |
| Are there any current or pending disciplinary proceedings against you? | YES/NO |
| If YES, please give details: | |

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| **Previous service** | |
| Have you ever worked for Connection Support? | YES/NO |
| If YES, please give dates and reasons for leaving: | |

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| **Fair recruitment** | |
| Are you known to any member of the organisation who is connected in any way with this post? | YES/NO |
| If YES, please give details: | |

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with GDPR compliance and related UK data protection legislation.

I confirm that to the best of my knowledge the information on this application form is correct.

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

*Please continue on page 8.*



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| **Declaration of criminal record** |
| If you are applying for work which brings you into contact with children, young people or adults with care and support needs or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS check before taking up your role. This check will include details of cautions, reprimands, etc. which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also provide details below (where appropriate) to let us know of any prosecutions pending against you.  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, bind-overs, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). |

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| **Criminal convictions** | |
| *Connection Support will not necessarily bar an applicant from employment because of an unspent criminal conviction; the nature of the conviction and its relevance to the post will be considered.* | |
| Do you have any unspent criminal convictions, bind-overs, cautions, warnings or reprimands? | YES/NO |
| Are there any criminal proceedings currently pending against you? | YES/NO |
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| If YES, please supply the following details: nature of offence(s), date of conviction(s) and penalty in a sealed envelope marked ‘strictly confidential’ to the Operations Manager (address at top of form). This information will be held on a strictly confidential basis, in compliance with the GDPR and related UK data protection legislation, and only discussed with the selection panel where it is relevant to the post for which you have applied. | |

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| **Declarations for applicants into Regulated Activity with Children, Young People or Adults with Care and Support Needs** | |
| Have you been barred from working with children by DBS, the Independent Safeguarding Authority (ISA) or any other organisation? | YES/NO |
| Have you been barred from working with adults with care and support needs by the DBS, Independent Safeguarding Authority (ISA) or any other organisation? | YES/NO |

**DECLARATION**

I confirm that to the best of my knowledge the information provided on this form is correct and complete. I understand that the declaration of a criminal record will not necessarily prevent me from being offered a role at Connection Support.

**Failure to disclose offences will lead to a withdrawal of an offer of employment or dismissal if already appointed.**

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