APPLICATION FOR EMPLOYMENT

Please complete all sections of the application form and return to: [recruitment@connectionsupport.org.uk](mailto:recruitment@connectionsupport.org.uk)

**By Post to** The Old School, First Turn, Wolvercote, Oxford, OX2 8AH

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

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| **Position Applied for:** | **Location:** |
| Please indicate preference: Full Time  Part Time | |
| If part time, how many hours per week are you looking for? | |
| Where did you hear about this role? | |
| Do you Drive and have access to motorised transport? Yes  No  N/A | |

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| **Personal details** | | |
| Title | Forename | |
| Surname/family name | | |
| Current address  Postcode | | Country |
| Daytime tel. | | Mobile tel. |
| Email | | |

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| **Qualifications and training**  (You can add any training or qualifications you feel are relevant to the role, or wish to share with us, please note this section is not mandatory) |
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| **Current employment** (where applicable) | |
| Job title | |
| Employer name | |
| Employer address  Postcode | Country |
| Brief Summary of role and responsibilities. | |
| Start date | End date |
| Reason for leaving | |
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| **Previous employment or volunteer work** (please list in chronological order, starting with the most recent - continue on a separate sheet if necessary) | |
| Role title | |
| Employer/Company name | |
| Employer /Company address  Postcode | Country |
| Brief Summary of role and responsibilities | |
| Start date | End date |
| Reason for leaving | |

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| --- | --- |
| Role title | |
| Employer/Company name | |
| Employer /Company address  Postcode | Country |
| Brief Summary of role and responsibilities | |
| Start date | End date |
| Reason for leaving | |
|  | |
| Role title | |
| Employer / Company name | |
| Employer /Company address  Postcode | Country |
| Brief Summary of role and responsibilities | |
| Start date | End date |
| Reason for leaving | |

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| **As part of our safeguarding and safer recruitment practices, please provide details** **of any periods of gaps in employment.** |
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| **Working in the UK** | |
| Do you have the right to work in the UK? | YES/NO |

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| **When can you start work for us?** |
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| **Supporting Statement.**  Please read the Job Description and Person Specification for the post before completing this section: these will describe the sort of skills, experience, knowledge, or abilities which are required.  Your skills and experience may have been gained though 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 service** | |
| Have you ever worked for the 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 the in compliance with the GDPR and related UK data protection legislation.

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

Signature …………………………………………. Date: ………………………………

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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, 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, 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 in a sealed envelope marked ‘strictly confidential’ to the HR department or via email to [HRsupport@connectionsupport.org.uk](mailto:HRsupport@connectionsupport.org.uk) including the nature of offence(s), date of conviction(s), and penalty. 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 [delete where applicable]** | |
| 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 may lead to a withdrawal of an offer of employment or dismissal if already appointed.**

Signature: ………………………………………… Date: …………………………………..