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| **Employment Application** |

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| Please return your completed application to the postal address below:  Can-Survive UK  Kath Locke Centre  123 Moss Lane East  Manchester  M15 5DD  Or email to: [info@can-survive.org.uk](mailto:info@can-survive.org.uk) | |
| **Application Details** | |
| Application for the post of: | Support Group Administrator |
| Project/Location: | HARPURHEY |
| **Personal Details** | |
| Surname: |  |
| First Name(s): |  |

**APPLICATION FORM**

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| **The questions on this form will enable us to obtain the information we need to assess your application in the fullest and fairest way. Please make sure that you answer all the questions. If you cannot fit your answers on the form you can use additional sheets of paper, which you should attach to the form.**  **You should first of all read the accompanying recruitment documents BEFORE completing this form.** |

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| **Application Details** | |
| Application for the post of: | Support Group Administrator |
| Project/Location: | Harpurhey |

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| **Personal Details** | | | | | |
| Surname: |  | | Title: |  | |
| First Name(s): |  | | | | |
| Address: |  | | | | |
| Postcode: |  | | | | |
| National Insurance No: |  | | | | |
| Telephone no (Mobile): |  | | | | |
| Telephone no (Home): |  | | | | |
| Telephone no (Work) |  | | | | |
| Email Address: |  | | | | |
| Preferred contact method: | Phone/Text | | | | |
| Do you hold a full UK Driving Licence? | | ☐ Yes | | | \* No |
| Do you own a vehicle or have access to one for business purposes? | | ☐ Yes | | | \* No |
| If offered the post, how soon could you start? | |  | | | |
| Where did you see this advertisement: | |  | | | |

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| **Education/Training** | | | |
| Please give details of relevant education, training and qualifications. **ORIGINALS of Certificates/Diplomas specified MUST be produced at the interview.** | | | |
| Name of School/ College/ University/ Training Provider | Date | | Certificates, diplomas, degrees or other qualifications obtained or expected |
| From | To |
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| **Other Relevant Skills** |
| **Please indicate below, details of any other skills and vocational qualifications you have, such as language or IT skills, and any voluntary or community activities you have been involved with:** |
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| **Present/ most recent employment** | | | | | | | | | | |
| Job title: | |  | | | | | | | | |
| Date started: | |  | | | Date finished: | | |  | | |
| Period of notice | |  | | | Current salary: | | |  | | |
| Employer’s name and address: | |  | | | | | | | | |
| Purpose of present/ most recent job and outline of responsibilities: | | | | | | | | | | |
|  | | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | |
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| **Employment History** | | | | | | | | | | |
| Please list all jobs held starting with the most recent. | | | | | | | | | | |
| Employer/organisation include full name and address | | | Job title, salary and brief description of duties/responsibilities | Date | | | | | Reason for leaving | |
| From | | | To | |
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| Please provide evidence of your experience, skills and knowledge in relation to the essential/desirable criteria outlined in the person specification (please expand box as required): | | | | | | | | | | |
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| **Disability** | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | ☐ Yes | | | | ☐ No |
| If yes, please provide details of reasonable adjustments we can make to assist you in your application or with our recruitment process: | | | | | | | | | | |
| At short-listing: |  | | | | | | | | | |
| At interview: |  | | | | | | | | | |
| If appointed: |  | | | | | | | | | |

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| **Eligibility to work in the UK** | | |
| Proof of eligibility to work in the UK must be produced at interview. | | |
| Do you need a work permit to work in the UK? | ☐ Yes | ☐ No |
| If yes, do you have a current valid work permit? | ☐ Yes | ☐ No |
| Expiry Date: | |  |

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| **Cautions/Convictions** | | | | | | | | |
| **The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)**  Can-Survive UK aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Can-Survive UK welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes **ONLY** when the conviction is relevant. Having a spent/unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).  For positions requiring direct client contact i.e. Provision of support services, and work with young people/children/vulnerable adults, any criminal conviction **including spent convictions and cautions** must be declared.  All successful applicants will be subject to a Disclosure and Barring Service (DBS) check. All applicants are required to answer the questions below.  **Please note – Failure to disclose information where asked could result in subsequent dismissal or disciplinary action if you were appointed.** | | | | | | | | |
| Do you have any unspent convictions? | | | ☐ Yes | | | | | No |
| If yes, please give details of your offence and conviction(s), including dates and court convicted, below: | | | | | | | | |
|  | | | | | | | | |
| If applicable to the role you are applying, do you have any spent convictions: | | |  | | | | | ☐ No |
| Having a criminal conviction may not necessarily exclude you from gaining employment. If there are any special circumstances that you want us to take into account, please detail this below: | | | | | | | | |
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| **Referees** | | | | | | | | |
| Please give the name, address and telephone number of two professional referees, **one of whom must be either a present or a previous employer. REFEREES MUST NOT BE RELATED TO YOU.**  If you are an existing employee or are a volunteer applying for another position in the organisation, you must provide two referees who can comment on your work practice, one of whom must be external to Can-SurviveUK.  Please use CAPITALS and ensure full postcodes are included | | | | | | | | |
| First referee | | | | | | | | |
| Name: | |  | | | | | | |
| Position: | |  | | | | | | |
| Address: | |  | | | | | | |
| Telephone no: | |  | | | | | | |
| Email address: | |  | | | | | | |
| Relationship to you: | |  | | | | | | |
| May we contact Referee 1 prior to interview? YES | | | |  | | | ☐ No | |
| Second referee | | | | | | | | |
| Name: | |  | | | | | | |
| Position: | |  | | | | | | |
| Address: | |  | | | | | | |
| Telephone no: | |  | | | | | | |
| Email address: | |  | | | | | | |
| Relationship to you: | |  | | | | | | |
| May we contact Referee 2 prior to interview? YES | | | |  | | | ☐ No | |
| **Declaration** | | | | | | | | |
| I confirm that the information given in this application is true and correct to the best of my knowledge. I accept that false information may lead to the termination of employment or withdrawal of a job offer by Can-Survive UK. | | | | | | | | |
| Signed: |  | | | | Date: |  | | |