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| Post Applied for: | Part Time Helpline Support Worker |

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|  Job Application Form |

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| Closing Date: | Midday 26 October 2022 | **Interview Date:** | w/c 29 October 2022 |

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| Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call please Michelle on 01482 446099 |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal details |

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| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

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| --- | --- |
| Postcode: |       |

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| --- | --- | --- |
| **Home Telephone No:** |       |  |

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| --- | --- |
| **Daytime Telephone No:** |       |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |       |

|  |  |
| --- | --- |
| **E-mail address:** |       |

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| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes | [ ]  | No | [ ]  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** |       |

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| --- | --- | --- | --- | --- |
| **Driving Licence – if relevant to post applied for.**Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| Section 2 Present Employment |
| **Present Employment** (If your are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, Caring for relatives, raising family) |

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| --- | --- |
| Name of Employer: |       |

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| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

|  |  |
| --- | --- |
| Post Title: |       |

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| --- | --- | --- | --- |
| Date of Appointment (MONTH / YEAR): |       | **Salary:** |       |

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| --- | --- |
| Department / Section: |       |

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| --- |
| **Brief description of duties:** |
|       |
| Continue on a separate sheet if necessary |

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| --- | --- | --- | --- |
| Period of Notice: |       | **End Date (MONTH/YEAR)**(if no longer employed)**:** |       |

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| --- | --- |
| **Reason for leaving**(if no longer employed)**:** |       |

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| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 5 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year. |
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|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       **Postcode**       |
| **Start Date:** |        | End Date: |       |

|  |  |
| --- | --- |
| Position Held: |       |

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| --- |
| **Summary of duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |
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| --- | --- |
| Name of Employer: |       |

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| --- | --- |
| Address: |       |
|  |       **Postcode**       |
| **Start Date:** |        | End Date: |       |

|  |  |
| --- | --- |
| Position Held: |       |

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| --- |
| **Summary of duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |
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| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       **Postcode**       |
| **Start Date:** |        | End Date: |       |

|  |  |
| --- | --- |
| Position Held: |       |

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| --- |
| **Summary of duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |
| Continue on a separate sheet if necessary; please ensure that you have fully completed this section. |

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| Section 5 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

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| --- | --- | --- | --- |
| **College or University**  | **Dates attended from and to** | **Course** | **Qualifications and grades obtained** |
|       |  |       |       |
| **School** | **Dates attended from and to** | **Subjects** | **Qualifications and grades obtained** |
|       |  |       |       |
|  | Continue on a separate sheet if necessary |

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| Professional, Registered or Management Qualifications |
| Please give details: |

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| --- | --- |
| **Professional/Registered/****Management Qualifications** | **Course Details** |
|       |       |
| Continue on a separate sheet if necessary |
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| Section 6 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses. |

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| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course and date completed** |
|       |       |
| Continue on a separate sheet if necessary |

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| Section 7 Personal Statement |
| In support of your application, please detail any relevant skills, personal qualities which you believe are relevant to the position you are applying taking into consideration the personal specification and job description. |

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|       |
| Continue on a separate sheet if necessary |

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| **Section 8 Rehabilitation of Offenders Act (1974)** |

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| This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. ‘In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential. |

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| If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.  |
|       |

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| **Section 9 Protecting Children and Vulnerable Adults** |
| **Enhanced Checks** Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes | [ ]  | No | [ ]  |

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| **Section 10 Interview arrangements** |

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| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes | [ ]  | No | [ ]  |

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| --- |
| If yes, please give details: |
|       |

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| **Section 11 References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | **Name:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (Job title): |       | **Position (Job title):** |       |

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| --- | --- | --- | --- |
| Work Relationship: |       | **Work Relationship:** |       |

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| --- | --- | --- | --- |
| Organisation: |       | **Organisation:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

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| --- | --- | --- | --- |
| Telephone No: |       | **Telephone No:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |       | **E-mail:** |       |

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| Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  | Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  |