

# Links South West

## Cedar Court

15 – 17 Polsham Park, Paignton, Devon TQ3 2AD  
info.linkssw@gmail.com

## Application form

Name:
Position Applied For:
Date of Application:
<b>Data Protection Statement</b> Information provided on this application form will be handled as required by the Data Protection Act 1998.
<b>Equality Statement</b> Information gathered via this application form for the purposes of recruitment & selection is compliant with the Equality Act
<b>Disclosure &amp; Barring</b> All applicants will be required to complete an Enhanced Disclosure with the Disclosure & Barring Service.



Title:
First Name:
Middle Names:
Surname:
Address:
Postcode:
National Insurance Number:
Phone:
Mobile:
Email:
Eligibility to work in the UK:

<b>Current Employment</b>
Name of Employer
Job Title
Salary
Employer's Address
Postcode
Employers Phone Number
Start Date in current role
Start Date with Employer
Reason for leaving
Leaving Date

Training completed in this employment

Please provide a brief description of the responsibilities & duties in this post. Include skills and experience gained in this role.

<b>Employment History</b>					
Employer's Name & Address	Start Date	Leaving Date	Job Title	Salary	Reason for leaving

<b>Employment History (continued)</b>					
Employer's Name & Address	Start Date	Leaving Date	Job Title	Salary	Reason for leaving

<b>Explanation for gaps in employment history</b>		
From	To	Explanation

<b>Qualifications</b>		
Qualification	Establishment / Awarding Body	Year of Award

<b>Training Courses</b>			
Course Title	Establishment / Awarding Body	Date Completed	Expiration Date

**Relevant Information**

How much notice do you need to give to your current employer?

1 week  1 month  other (please state) \_\_\_\_\_

Is there any other reason why you would be unable to start immediately if you were offered the job you are applying for?

Yes/No

If Yes give details:

Do you have any existing holiday commitments?

Yes/No

If Yes give dates:

**Safeguarding Vulnerable Adults**

Please complete the following Safeguarding questions, failure to disclose relevant information regarding convictions or cautions may result in dismissal or disciplinary action if appointed. Having a criminal record will not necessarily exclude you from employment  
Guidance for applicants regarding disclosure of spent convictions and cautions is available from the Disclosure & Barring Sections of the government website [www.gov.uk](http://www.gov.uk)

Do you have any unspent convictions? Yes / No

Do you have any spent convictions or cautions? Yes / No

If Yes please provide details of conviction(s) in a sealed envelope attached to this application form  
Attached

Are you disqualified from working with children or vulnerable adults?

Yes / No

**References**

Please provide details of three people we may contact to provide references. One referee must be your current or most recent employer.

**Referee 1**

Name:

Position:

Company Name:

Email:

Phone:

Address:

In what capacity does this person know you?

How long has this person known you?

Can a reference be requested prior to interview?

**Referee 2**

Name:

Position:

Company Name:

Email:

Phone:

Address:

In what capacity does this person know you?

How long has this person known you?



**Referee 3**

Name:

Position:

Company Name:

Email:

Phone:

Address:

In what capacity does this person know you?

How long has this person known you?

**Eligibility to Work in the UK**

Are you legally eligible to live and work in the UK in accordance with the Asylum & Immigration Act 1996?

Yes/No

**Supporting Statement**

Please state what attracted you to the job you have applied for and why you think you are a suitable candidate.

Refer to the Job Description/person specification for the role and identify how you will meet or exceed the requirements of the post.

**Equal Opportunities Monitoring Information**

You are not required to complete the equality questions however completion will assist us to monitor compliance with the organisation's Equality Policy and ensure we meet our duties under the Equality Act

Date of Birth:

Gender:

Ethnicity:

White

Black/African

Black Caribbean

Black other (specify)  \_\_\_\_\_

Chinese

Other Asian (specify)  \_\_\_\_\_

Other (specify)  \_\_\_\_\_

**Declaration**

I declare that the information I have given on this application form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employers and any referees to be contacted.

Signed by Applicant:

Date:

**Consent Under the Data Protection Act 1998:** the information provided to Links South West in this application form will be processed only by Links South West for the purpose of considering your application for employment. If you are successful in your application this form and any information in it will be retained in your personnel file for the duration of your employment and for up to 6 years after termination of employment. Otherwise this form will only be retained by Links South West for as long as it is required in connection with your application. By signing this consent you give us your express consent to retain and process all of the information contained in this form and to transfer it to countries outside the European Economic Area if required.

Signed by Applicant:

Date: