**Please use BLOCK CAPITALS and continue on separate sheet(s) if space is inadequate**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Forename (s):** |  |
| **Surname:** |  |
| **Address:** |  |
|  |
|  |
| **Postcode:** |  |
| **Home telephone:** |  |
| **Mobile telephone:** |  |

|  |  |  |
| --- | --- | --- |
| **Current job title:** | **Organisation:** | |
|  |  | |
| **Date started:** | **Salary and benefits:** | |
|  |  | |
| **Main duties and responsibilities:** | | |
|  | | |
| **What is the notice required in your present role?** | |  |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Employer** | **Dates**  **(from-to)** | **Main responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATION AND TRAINING**

|  |
| --- |
| **Relevant education, training, professional qualifications or work related skills:** |
|  |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
|  |
| It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. |

|  |
| --- |
| **Supporting information –** pleaseprovide details you feel are relevant in support of your application, including why you are interested in this role, and how you meet each point in the person specification. *No more than 2 pages in total.* |

**OTHER DETAILS**

|  |  |  |
| --- | --- | --- |
| **Do you have the right to work in the UK?** | **Yes** | **No** |
| **Do you have a full driving license?** | **Yes** | **No** |
| **Where did you see the advertisement for this role?** | | |
|  | | |

**DISABILITIES**

|  |  |  |
| --- | --- | --- |
| **Do you require any special arrangements to be made for your interview/assessment on account of a disability?** | **Yes** | **No** |
| If "yes", please specify the adjustment you would like us to make (e.g. provide sign reader) to accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010: | | |

|  |
| --- |
| **CONVICTIONS**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. |

**REFERENCES**

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.)

|  |  |
| --- | --- |
| **Name** | **Name** |
|  |  |
| **Address** | **Address** |
|  |  |
| **Contact number** | **Contact number** |
|  |  |
| **Occupation** | **Occupation** |
|  |  |
| **Time known** | **Time known** |
|  |  |

|  |
| --- |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations 2018. Individuals have, on written request, the right of access to personal data held about them.  I hereby give my consent to Room to Heal processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **Signature**  Note: Any false, incomplete or misleading statements may lead to dismissal. |