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Job Application Form

**Please write in capital letters in black ink or type. Please do not include a CV.**

|  |  |
| --- | --- |
| Job Title: |  |

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | | | | | Forenames: | | | |  | | | | | |
| Date of Birth: |  | | | | | | | | | | | | | | | |
| Address: | | | | | | | Tel: | | | |  | | | | | |
|  | | | | | | |  | | | | | |
| Mobile: | | | |  | | | | | |
|  | | | | | |
| Email address: |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |

**GENERAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes | ⬜ | No | ⬜ |
| Are you currently in receipt of Employment Support Allowance? | Yes | ⬜ | No | ⬜ |
| Are you currently in receipt of a Carers Allowance? | Yes | ⬜ | No | ⬜ |
| Are you currently in receipt of Incapacity Benefit? | Yes | ⬜ | No | ⬜ |
|  | | | | |
| Are there any adjustments that may be required to be made should you be invited for interview? If so please state here: | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes | ⬜ | No | ⬜ |
| If yes please provide details: | | | | |
|  | | | | |
| If you are successful in your application would you require a work permit prior to taking up employment? | Yes | ⬜ | No | ⬜ |

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Education** | | | |
| *Subject* | *Qualification* | *Grade* | *Year* |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Further Education/Vocational/Professional Qualifications held** | | | |
| *Subject* | *Qualification* | *Grade* | *Year* |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Qualifications currently being studied** | | |
| *Subject/Qualification* | *Start date* | *Completion Date* |
|  |  |  |

## PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Name of employer: |  |
| Address: | |
|  | |
| Telephone number: |  |
| Post held: |  |
| Date of appointment: |  |
| Grade: |  |
| Salary: |  |
| Notice required: |  |

**PREVIOUS EMPLOYMENT (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(month/year)** | **Employer name and address** | **Post held/grade** | **Reason for leaving** |
|  |  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

|  |
| --- |
| Please read the job description carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than two additional A4 sheets if necessary adding name and date to each sheet). |
|  |

###### REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education one referee must from school/college (the application will not be pursued without two referees supplied). Moor Time reserve the right to request an alternative referee if deemed inappropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Address: | | Address: | |
|  | |  | |
| Tel: |  | Tel: |  |
| Email: |  | Email: |  |
| Occupation: |  | Occupation: |  |
| Relationship: |  | Relationship: |  |
| I give/do not give permission to take up my references prior to an offer of employment being made  (delete clearly as appropriate) | | I give/do not give permission to take up my references prior to an offer of employment being made  (delete clearly as appropriate) | |

I declare that the information contained in this application form is correct and understand that Moor Time will request to see proof of qualifications at the time of interview.

I consent to Moor Time recording and processing the information detailed in this application. I understand that unless I direct otherwise (for example if I would like the application kept on file for future vacancies) the application form and any attachments of unsuccessful applications will be destroyed after 6 months. It is Moor Time’s policy to protect, and keep secure, all personal data collected.

**DECLARATIONS AND CONSENTS**

**Criminal convictions**

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, warnings or pending cases. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action.

Any information that you supply will be dealt with on a confidential basis. Moor Time will only take into account when considering your application those convictions, cautions, court orders, reprimands, warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to Moor Time. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | | Yes | ⬜ | No | ⬜ |
| If yes, please give details on a separate sheet | | | | | |
| Do you hold a current driving licence? | | Yes | ⬜ | No | ⬜ |
| What type of licence is it? (e.g. full, provisional, HGV) | |  | | | |
| Do you have use of a car? | | Yes | ⬜ | No | ⬜ |
|  | | | | | |
| Please give brief details of any absences of three days or more which you have had in the last two years due to sickness. | | | | | |
|  | | | | | |
| Are there any dates when you would not be available for interview in the near future? | | | | | |
|  | | | | | |
| Please state where you saw the job advertised: |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please return to:**

[**moortimeprojects@gmail.com**](mailto:moortimeprojects@gmail.com)

**or**

**Jane Elliott**

**Darton, Clifford Rd**

**Ilkley, LS29 0AL**

**Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion**

**Thank you for the interest you have shown in Moor Time, the short breaks charity.**

**APPLYING FOR A JOB WITH MOOR TIME**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

***Disability***

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Disabled applicants that can demonstrate they meet the Essential criteria on the person specification will be offered an interview.

***Rehabilitation of Offenders***

The post you are applying for requires you to have a DBS check and you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

***Information in Support of your Application***

Every post advertised is supported by a full person specification and/or job description. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.