Application Form

Personal Information (Confidential)

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| **Organisation name: The Open Centre**  **Company Number: 03747144 Registered Charity Number: 516633** |

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| **Application for employment** |
| The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.  The form is divided into three parts. Please complete all three parts. Please do not separate any part of the form.  Where the application is successful the organisation may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.  Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.  On completion please return this form to:  Name: Samantha Hussain  Position: Manager  Address: The Open Centre, 152 Pear Tree Road, Derby, DE23 6QD or by email on manager@derbyopencentre.org |
| **Personal information (confidential)**  Please refer to the guidance when completing your application. |
| **Post title: Sessional Worker** |
| **Advert reference number: N/A** |

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| open centre chosen logo (outlined)**1. Personal details** | | | | | | | | |
| Title: | |  | | | | | | |
| Full Name: | |  | | | | | | |
| Address: | |  | | | | | | |
| **Contact Details**  *(Please tick preferred contact method – calls to business numbers will be made discreetly)* | | | | | | | | |
| Email: | |  | | | | | | |
| Home Tel: | |  | | | | | | |
| Work Tel: | |  | | | | | | |
| Mobile: | |  | | | | | | |
| National Insurance Number: | |  | | | | | | |
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| **2. General** | | | | | | | | |
| Do you hold a current driving licence? | | | | Yes | |  | No |  |
| Is your driving licence free of endorsements? | | | | Yes | |  | No |  |
| Is your car currently insured for business use, if not are you willing to do that? | | | | Yes | |  | No |  |
| Please give details of any points or driving convictions, including any pending convictions. *(Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended))* | | | | | | | | |
| 1. This role will involve travelling. Are you willing to travel within the working day? | | | | Yes | |  | No |  |
| Are there any adjustments that may be required to be made should you be invited for interview?  If yes, please give details: | | | | | | | | |
| **References**  We require two references, one of which must be from a Line Manager or from your most recent employer, not a work colleague. Please use work contact details only. We do not accept personal references. | | | | | | | | |
| Name: |  | | Name: | |  | | | |
| Position: |  | | Position: | |  | | | |
| Company Name: |  | | Company Name: | |  | | | |
| Address: |  | | Address: | |  | | | |
| Telephone No: |  | | Telephone No: | |  | | | |
| Email: |  | | Email: | |  | | | |
| Occupation: |  | | Occupation: | |  | | | |
| I give/do not give permission to take up my reference prior to an offer of employment being made (please delete as appropriate). | | | | | | | | |

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| **3. Employment History** | | | | | | |
| Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer.Please provide an explanation for any gaps in employment | | | | | | |
| Name and Address of Employer | | Employment Dates | | Position / Job Title | | Reason for Leaving |
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| **4. Educational, Technical and Professional Qualifications** | | | | | | |
| Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership. (GCSES, Diplomas or Higher Education Awards such as Degrees or Hons) Starting with the newest first. | | | | | | |
| Where you studied | Date From | | Date to | | Qualification gained | |
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| **5. Personal Statement – Approximately 500 words (The box expands as you type or you can write on a separate sheet)** | | | | | | |
| Describe the relevant experience, skills and knowledge you can bring to this job, and any other information to support your application, which may include voluntary work, your hobbies or interests. | | | | | | |
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| **6. Other information** | | | | | | | |
| How/where did you hear about this vacancy? | | | | | | | |
| Have you made an application to this organisation before? | Yes | |  | No | |  | |
| If yes, please give details: | | | | | | | |
| Are you currently eligible for employment in the UK? | Yes |  | | No | | |  |
| Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK. | | | | | | | |
| Have you ever been convicted of a criminal offence? | Yes |  | | No |  | | |
| If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.) | | | | | | | |
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| **Data protection statement** | | | | | | | |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form, we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner. | | | | | | | |

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| **Declaration** | | | |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory. | | | |
| Signed: |  | Date: |  |