



Growing with Grace

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01524 251723

Job Application Form

Need help or advice filling in this application? Contact Growing with Grace on 01524 251723

Personal Details			
Forename		Surname	
Address			Postcode:
Telephone		Mobile	
National Insurance Number			

Detail of last employment/work experience/volunteering (if any)			
Name of employer			
Position held			
Address			Postcode:
Date appointed		Date ended	
Annual Salary	£	No. Hours/week	
Description of Duties Undertaken			

Detail of any other previous employment (most recent first)				
Dates		Name and address of employer	Position held and brief outline of duties	Reasons for leaving and recent salaries
From	To			

Education - Please give details of secondary, further and higher education					
School/College/University	Dates		Level of Qualification (e.g. GCSE, NVQ Level 3 etc)	Course Title	Grade Achieved (e.g. A, 2.1 etc)
	From	To			

Any other training – please include any informal/on the job training, short-courses

References — Please provide names and addresses of two referees who have given their permission for their names to be used. These should not be relatives, should have known you for at least two years and one should be your present or most recent employer. If you have no previous employer, a college Tutor, Head Teacher or someone who is familiar with your skills and abilities should be given.

Name			
Position			
Address		Postcode:	
Telephone		Relationship	

Name			
Organisation			
Address		Postcode:	
Telephone		Relationship	

Additional Information

Please note: The Rehabilitation of Offenders Act 1974 gives people the right not to reveal certain convictions after specified lengths on time when applying for most jobs. However, because work with the Growing with Grace involves accessing sensitive information, you **must** disclose **all** convictions **including spent ones** (Exemption Order 1975 SI 1975/10)

Have you ever been convicted of any criminal offence, including spent convictions?	Yes	No
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If yes, please give details including the nature of the offence and sentence imposed in a sealed envelope marked Confidential

Data Protection – By completing this form and otherwise supplying information to Growing with Grace you agree that we may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting selection and appointment purposes. Application Forms from unsuccessful candidates are retained for six months after the appointment date.

Declaration

I declare that to the best of my knowledge the information given in this application is complete and correct. I understand that if, after appointment, any information is to be inaccurate this may lead to dismissal without notice.

If your application is unsuccessful, would you like to be considered for other similar vacancies in your area?

Yes

No

Personal Statement

Please use this section to explain why you think you would be a good candidate for the role you are applying for. Please refer to the attached Job Description and outline how you meet the Personal Specification. Strong answers will include examples of specific skills/knowledge or experience that has been requested in the Personal Specification (e.g. If team-working is part of the requirements, try to think of an example of a time that you have contributed to part of a team and explain what your contribution was and the outcome of the team-working). Please use additional sheets if required.