

**Application for Employment**

Please complete all sections

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| **Title of Post applied for:** |  | |  |
| **Personal details** | | | |
| **Title:**  **(Mr/Mrs/Miss/Ms/Other)** |  | |  |
| **Full name:** |  | **Previously used name(s):** |  |
| **Address Details**  **inc Post Code:** |  | | |
| **Home telephone number:** |  | **Mobile telephone number:** |  |
| **E mail address:** |  | **National Insurance Number:** |  |

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| **Current / Most Recent Employment Details** | | | | | | | | | | | | | |
| **Job Title** | | |  | | | | | | | | | | |
| **Name and Address of Employer:** | | |  | | | | | | | | | | |
| **Current Salary:** | | |  | | | | | | | | | | |
| **Date Appointed (month/year):** | | |  | | | | | **Date Left (if applicable)**  **(month/year)** | | |  | | |
| **Current notice period to be provided:** | | |  | | | | | | | | | | |
| **Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):** | | |  | | | | | | | | | | |
| **Employment History**  (Please give a full history both paid and relevant unpaid work, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. | | | | | | | | | | | | | |
| **Job Title** | **Employers Name & Address** | | | **Date Started**  **(month/year)** | | | **Date Left**  **(month/year)** | | **Salary** | | | **Reason for leaving** |
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| **Have you ever been dismissed by any of the above employers? (If YES, please provide further details)** | | | | | **Yes:  No:**  **……………………………………………………………**  **……………………………………………………………**  **……………………………………………………………** | | | | | | | | |
| **If you have had any gaps in employment since leaving school, please give details here:** | | | | | | | | | | | | | |
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| **Qualifications**  Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce certificates (or other documentary proof of qualifications).  If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section. | | | | | | | | | | | | | |
| Name at time of qualification (if different): | | | | | |  | | | | | | | |
| **Name of School / College / University attended** | | **Name of Qualification** | | | | **Subjects or Name of Course and grades** | | | | **Date Awarded**  **(month/year)**  **Reason for leaving** | | | |
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| **Other Details** | | | |
| **Disclosure & Barring Service (DBS)**  Please note successful candidates will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS), however it will not be used to discriminate unfairly against any individual. We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. | | | |
| **If you have a current Enhanced DBS please provide issue date:** |  | **Disclosure Number:** |  |
| **Drivers Details**  (Some roles require both the ability to drive and the use of a vehicle) | | | |
| **Do you possess a current, clean, full, driving licence?** | **Yes:**  **No:** | | |
| **Do you have a vehicle that is available to enable you to fulfil this role?** | **Yes:**  **No:** | | |

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| **Relevant skills, knowledge and experience**  (Please limit this to 2 pages and refer to the job description and person specification) |
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| **References**  Please give details of two referees who can confirm that you meet the selection criteria for the post.  If you are (or have recently been) employed, one must be your current or last employer or if you are a student/recent graduate, one should be a senior staff member from your place of study. | |
| **Referee 1** | |
| **Full name:** |  |
| **Organisation Name:** |  |
| **Address inc Postcode:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Relationship to applicant** |  |
| **I agree this referee can be contacted prior to interview?** | **Yes:**  **No:** |
|  | |
| **Referee 2** | |
| **Full name:** |  |
| **Organisation Name:** |  |
| **Address inc Postcode:** |  |
| **Telephone:** |  |
| **Email:**  **(please ensure this is provided)** |  |
| **Relationship to applicant** |  |
| **I agree this referee can be contacted prior to interview?** | **Yes:**  **No:** |
|  | |
| **Request to Process your Personal Data**  In compliance with the General Data Protection Regulation (GDPR), this is to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.  Please read below the information regarding your consent:   1. We are Community Led Initiatives, Gatley Read, 18-19 Salmon Fields Business Village, Royton, Oldham, Greater Manchester, OL2 6HT. 2. If you wish to contact our Data Protection Officer (DPO), to discuss any questions relating to our handling of your data please contact [dpo@communityled.org.uk](mailto:dpo@communityled.org.uk) 3. The information we have requested, on the application form, is required to process your application for employment. 4. Any special categories of personal data will not be shared with any third parties unless a legal obligation should arise. 5. The information you provide on this form will become a part of your personnel file, if your application is successful, which will be retained throughout the duration of your employment with our organisation and afterwards in accordance with our data retention policy. 6. If your application is unsuccessful, after a period of 6 months, all documents and the information provided on the application form will be destroyed. 7. A record of your consent will be kept, as evidence, we have obtained your consent to collect and process the data you provide on this application form. 8. If you wish to withdraw your consent, at any time, you have the right to do so by contacting our DPO (see 2 above).   **Consent Request**  Please ensure you have read and understood the above paragraphs 1-8 and raised any relevant questions before providing your consent below:  I confirm that I have read and understood paragraphs 1-8 above and that I have been offered the opportunity to raise any relevant questions.  Please tick applicable box: **Yes:**  **No:**  By completing this form and otherwise supplying information to Community Led Initiatives you agree that Community Led Initiatives may obtain, retain, and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes. If you are subsequently employed by Community Led Initiatives the data will be used for purposes including training, payroll, sickness, and wellbeing management and as required or permitted under statute or regulation and generally as is necessary to facilitate Community Led Initiatives legitimate activities and the employment relationship more generally. | |

**Please return this completed application and return to**

[**mohini.wadher@communityled.org.uk**](mailto:mohini.wadher@communityled.org.uk)