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APPLICATION FOR EMPLOYMENT FORM

PLEASE RETURN COMPLETED APPLICATION FORM TO:
LAUREN COLLIN, HARP, 4th FLOOR, DENCORA COURT,
TYLERS AVENUE, SOUTHEND ON SEA. SS1 2BB OR E-
MAIL IT TO:
LAUREN.COLLIN@HARPSOUTHEND.ORG.UK

PLEASE COMPLETE ALL PARTS IN BLOCK LETTERS (Black Ink or Typed

POST APPLIED FOR.....JOB REF:.....

SECTION A – PERSONAL DETAILS and PRESENT EMPLOYMENT (block letters please)

FIRST NAME(S)..... SURNAME.....	
PRESENT ADDRESS:	HOME PHONE NO:
	BUSINESS PHONE NO:
	E-MAIL:
	NATIONAL INSURANCE NO:
	DRIVING LICENCE: YES NO
	ARE YOU REQUIRED TO HAVE A WORK PERMIT: YES NO
Name and Address of Employer _____	
Date Appointed _____ Period of Notice Required _____	
Job Title on Appointment _____	
Current Job Title _____ Salary _____	
Details of Present Duties _____	

Reason for leaving _____	

Job Title of person to whom you report _____	

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SECTION B – PREVIOUS EMPLOYMENT-Please comment on any gaps in employment (Detail most recent employment first) -

FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____ _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____ _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____ _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____ _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____ _____

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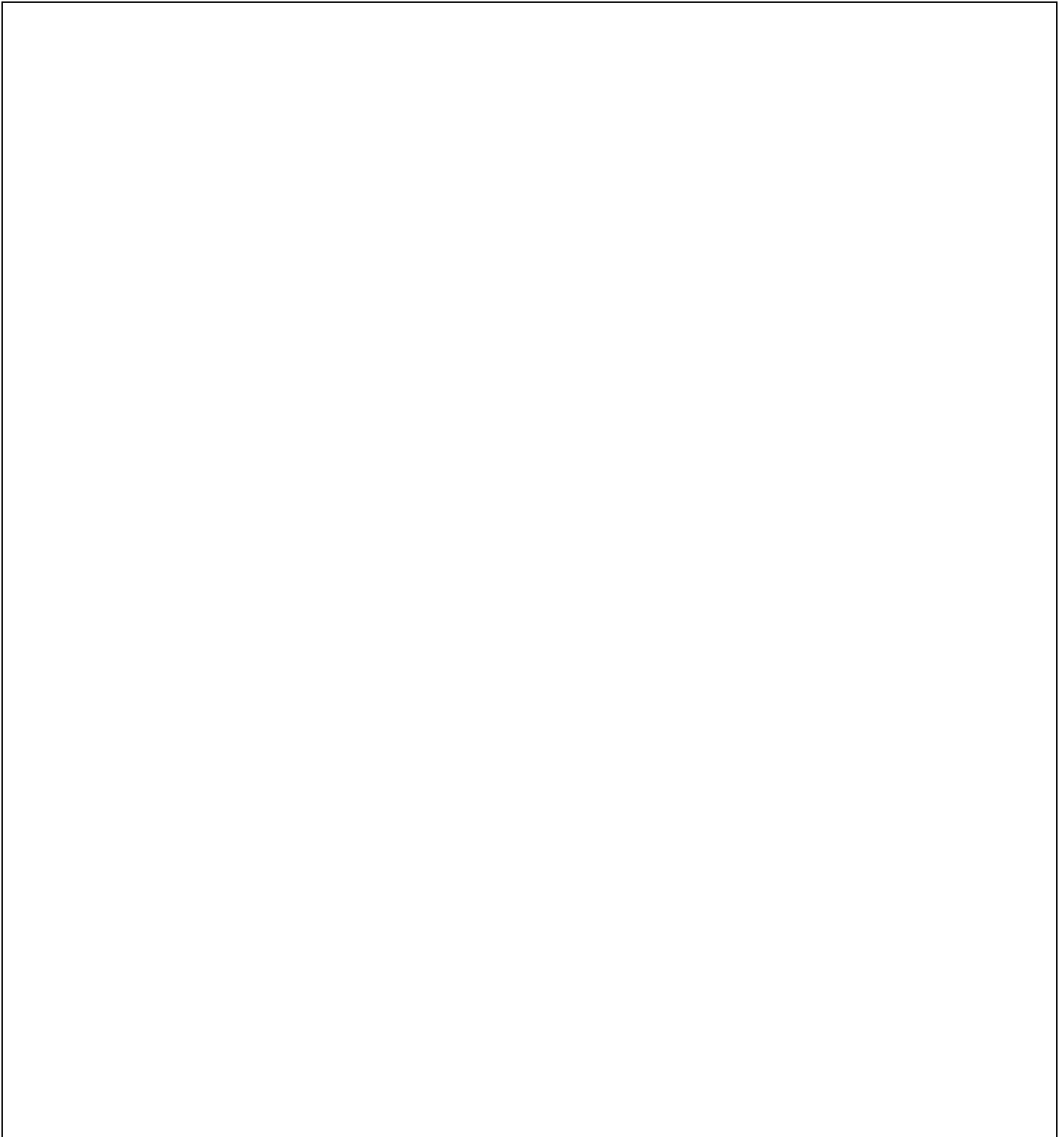
SECTION D – DETAILS IN SUPPORT OF APPLICATION –

Please read the Guidance Notes before completing this section.

NB: Using each point in the Person Specification as a heading, please explain how your experiences, skills, training and abilities meet the specification (please use the continuation sheet if necessary)

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SECTION D – CONTINUED (only use if necessary)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide information or details related to Section D.

Should you require further space, please create a separate document (called Section D - Continuation Sheet) and attach it with your application.

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SECTION E – REFERENCES Your present employer should be one referee:-

However, if you are not employed at the present time, please give a past employer as a referee. (The authority reserves the right to contact any of your previous employers for a reference, if an offer of employment has been made to you or is contemplated).

<p>(i) Name</p> <p>Title</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Telephone No</p> <p>In what capacity do you know the person?</p> <p>May we contact at this stage YES NO</p>	<p>(ii) Name</p> <p>Title</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Telephone No</p> <p>In what capacity do you know the person?</p> <p>May we contact at this stage YES NO</p>
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SECTION F – Rehabilitation of Offenders Act / Convictions

HARP actively promotes equality of opportunity and will not discriminate in its employment decisions against ex-offenders with criminal records.

- All posts involve access to vulnerable people (our clients) **spent and unspent** convictions must be disclosed on the form below.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

You will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service. The job offer and / or any subsequent contract of employment will be subject to HARP being satisfied with the content of the disclosure.

Have you ever been convicted of a criminal offence YES NO

If yes, please give details below, if you wish to add anything further please continue on a separate page.

Dates	Convictions	Sentence (State whether spent or unspent)

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SECTION G – MISCELLANEOUS INFORMATION

Include any other information you feel will assist the Interview Panel in making their decision

Where did you see this post advertised? _____

The information stated in this application, together with any accompanying papers is, to the best of my knowledge correct. I understand that a false entry may lead to either an offer of appointment being withdrawn or disciplinary action being taken which could result in dismissal.

Signed _____ Date _____

Please return completed form to

Lauren Collin, Homeless Action Resource Project, 4th Floor, Dencora Court, Tylers Avenue, Southend-On-Sea, Essex. SS1 2BB or e-mail it to: lauren.collin@harpssouthend.org.uk