Success4All CIO

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**JOB APPLICATION – CONFIDENTIAL**

**Return by:** 12:00 Noon on Friday 13th November 2020

**Interviews:** Monday 23rd toFriday 27th November 2020

**Position Applied for:** Media Communications Officer

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| FIRST NAME | Click here to enter text. |
| SURNAME | Click here to enter text. |
| ADDRESS | Click here to enter text. |
| TOWN | Click here to enter text. |
| COUNTY | Click here to enter text. |
| POST CODE | Click here to enter text. |
| PHONE NUMBER | Click here to enter text. |
| EMAIL ADDRESS | Click here to enter text. |

**QUALIFICATIONS**

What formal Educational Vocational/Professional qualifications do you have?

|  |  |
| --- | --- |
| Dates | Details (including name(s) of institutions) |
| Click here to enter a date. |  |
| Click here to enter a date. |  |
| Click here to enter a date. |  |
| Click here to enter a date. |  |
| Click here to enter a date. |  |

**TRAINING**

What Training courses have you completed that are relevant to this post?

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| --- | --- |
| Dates | Details (including name(s) of institutions) |
| Click here to enter a date. |  |
| Click here to enter a date. |  |
| Click here to enter a date. |  |
| Click here to enter a date. |  |
| Click here to enter a date. |  |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF EMPLOYER: | Click here to enter text. | | |
| NATURE OF BUSINESS: | Click here to enter text. | | |
| POSITION HELD: | Click here to enter text. | | |
| FORM | Click here to enter a date. | TO | Click here to enter a date. |
| PERIOD OF NOTICE | Click here to enter text. | | |
| SALARY: | Click here to enter text. | | |
| REASON FOR LEAVING/ WANTING TO LEAVE: | Click here to enter text. | | |

BRIEF DESCRIPTION OF DUTIES:

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**CAREER HISTORY**

Starting from the date of this application, please provide information on what you have been doing for work. This should include (in date order) paid employment, unemployment, self-employment, unpaid work e.g. primary carer, education. Any gaps in dates should be accounted for as part of our Safer Recruitment process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(Month/Year)** | **Employer** | **Position Held & Duties** | **Reason For Leaving** |
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**VOLUNTARY WORK / OTHER ACTIVITIES**

Please give details of any Voluntary Work or other activities undertaken by you that you feel may be relevant to this post.

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**LEGAL REQUIREMENTS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes 🞐 No 🞐  If you have answered **yes**, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below.   |  | | --- | |  |     **Option 2**: You can confirm that you do have a criminal record on this form (tick Yes) and then, if you are shortlisted for interview, you will be contacted by a manager to disclose the details. If you are subsequently selected for an interview, you will be asked to bring with you a letter giving full details of your offences and dates of convictions. Do you want to use this Option? **Yes / No**  **DECLARATION**  I declare that the information provided on this form is correct and complete. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Connection Support. **Failure to Disclose Offences will lead to a withdrawal of an offer of employment or dismissal if already appointed.**  Signed: Click here to enter text. Date: Click here to enter a date. |

**REFERENCES**

Please give the names and addresses of two **business** references, one of whom should be your present or most recent employer, state their position and their relationship/connection to yourself. If you are unable to provide business references, please provide details of other professionals who have had recent contact with you and are able to vouch for you personally.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1** | | **Reference 2** | |
| NAME | Click here to enter text. | NAME | Click here to enter text. |
| ADDRESS | Click here to enter text. | ADDRESS | Click here to enter text. |
|  | Click here to enter text. |  | Click here to enter text. |
|  | Click here to enter text. |  | Click here to enter text. |
| POST CODE | Click here to enter text. | POST CODE | Click here to enter text. |
|  |  |  |  |
| POSITION | Click here to enter text. | POSITION | Click here to enter text. |
|  |  |  |  |
| RELTIONSHIP | Click here to enter text. | RELTIONSHIP | Click here to enter text. |
|  |  |  |  |
| TELEPHONE | Click here to enter text. | TELEPHONE | Click here to enter text. |
|  |  |  |  |
| EMAIL ADDRESS | Click here to enter text. | EMAIL ADDRESS | Click here to enter text. |

Please note that we will not approach your referees without your prior permission, but we will take up references before or after an interview.

**PRESENT APPLICATION**

**Please state why you are applying for this post and what you feel you can bring to the job and to the organisation.**

PLEASE STATE WHERE YOU SAW THIS POSITION ADVERTISED: Click here to enter text.

**I CONFIRM THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE.**

**PLEASE NOTE** - if any information given by you in this application are found to be false or you wilfully omit or suppress any materials facts, you may be liable to dismissal. By signing this, you are accepting that dismissal in such circumstances would be fair and reasonable.

**NOTE:** For positions where a DBS Disclosure is required, in the event of a successful application, you will be required to apply for a Disclosure check.

Click here to enter text. Click here to enter a date.

SIGNED – APPLICANT DATE