### Bexley Moorings Project is an Equal Opportunities Employer

### All information supplied on this form is subject to the provisions of the Data Protection Act 1988 and the information provided will be treated as confidential. It will be used solely for human resources monitoring and management purposes.

### Please read the enclosed job description and personal specification before completing this form. Please use black ink so that it can be photocopied. Do not attach a CV/work history alone, as they will not be considered. Please indicate if someone has completed the form on your behalf. You may attach additional sheets whenever necessary. If you do, remember to put the job title at the top of every sheet added.

### Personal Details

### Position applied for

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| --- |
| Head of Programmes |

Where did you see this post advertised?

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|  |

Title

|  |
| --- |
|  |

Forename(s):

Surname:

Previous / Family names:

Address:

Home telephone:

Mobile telephone:

Email address:

Date of birth:

National insurance number:

### Personal Details

Are you required to hold a work permit?

If so please provide a copy. Copy attached: Yes No

Do you hold a full UK or European current driving license?

### Disability

The Disability Discrimination Act defines a “disabled person” as a person with, “A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”The following question on disability is designed to enable us to assess what action we might take to offer positive employment opportunities for people with disabilities.

Do you have a disability?

Are you registered Disabled? If yes please indicate your registration number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please describe how the disability affects you. Please also state if there are any particular arrangements you would like us to make to assist you in the selection process**.**

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### Equal Opportunities Monitoring InformationBexley Moorings Project has an Equal Opportunities Policy and is committed to recruiting the best applicant for the job, regardless of any factor other than the ability to do the job. To help us monitor this policy, please complete the recruitment monitoring section. All information will be treated in the strictest confidence. Your co-operation in its completion is therefore welcome and helpful.

I consider my ethnic origin to be:

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### Declaration of Convictions

### Please give details of any criminal convictions, cautions or bind overs that are not spent. If the post you are applying for is an exempted employment under the Rehabilitation of Offenders Act (Exemptions) Order 1975, you are also required to declare to us, on this form, any convictions, cautions or bind overs even if you consider them to be spent. If you have no convictions please write ‘none’. Candidates are assured that information regarding convictions will not necessarily disqualify them from consideration. If at any point after completing this declaration, you are given a criminal conviction you must tell Bexley Moorings Project immediately. If you are appointed and are given a criminal conviction, you must tell your Manager immediately.

|  |  |
| --- | --- |
| **Date** | **Offence** |
|  |  |
|  |  |

If you provide false information or knowingly omit or conceal any relevant fact about your eligibility for employment we will remove you from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

Bexley Moorings Project is under a duty to protect itself, its staff and its clients, and to this end may use the information you have provided on this form within Bexley Moorings Project for the prevention and detection of fraud. It may also share this information with other partners administering public funds solely for these purposes.

Has someone completed this form on your behalf?

Name & Signature

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### References

You must give the name of at least two referees; one must be your current, or if you are not employed, you’re most recent employer. Note: Reference requests will be addressed to the Manager/Director of your previous employing organisation. Referees must be previous employers, not friends, or former colleagues and must not be related to you. Occasionally references may be sought from previous employers not listed below. If you are short listed references may be taken up before interview. If you do not wish us to contact your employer before interview, please place a cross in the box next to your referee’s name. We reserve the right to take up references from any of the previous employers you have listed. Please ensure that you supply us with a minimum of two referees.

**1. Name**

Position:

Address

Postcode

Telephone:

Email:

**2. Name**

Position:

Address:

Postcode:

Telephone:

Email:

### Educational Achievements and Training

In this section please list all educational achievements, e.g. GCSE, ‘O’ level, ‘A’ level passes, BTEC, City & Guilds, in service training, degree and professional qualifications including membership of any professional bodies. You will be asked to bring proof of qualifications listed to any interview.

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| --- | --- | --- | --- |
| The Educational / Training establishment from age 11 | From  | To | Qualification gained, training courses completed please state the level and date achieved |
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### Member of Professional Bodies

|  |  |  |
| --- | --- | --- |
| Name of Institute / Professional body | Level of membership e.g. Fellow | Membership Number |
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### Employment History

#### Current or Most Recent Employment

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| --- | --- | --- | --- | --- |
| Employers name & address | Description of post held | From  | To | Salary |
|  |  |  |  |  |

Are you still employed?

Notice period :

Brief description of the main duties of your job

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Reason for leaving this post:

**Previous Employment (starting with most recent first)**

You should include all periods of work experience, including work placements and voluntary work. Please indicate reasons for any gaps in employment.

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| --- | --- | --- | --- | --- |
| Employers name & address | Description of Post Held | From | To | Reason for leaving |
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#### Periods Unaccounted for

Please give us details of any periods that are not accounted for by the full time employment, education or training. This would include periods of unemployment, carer's responsibilities, ill health, etc.

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| --- | --- | --- |
| Reason/Description of Circumstances | From  | To |
|  |  |  |
|  |  |  |
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#### Supporting Statement

Please explain how your experience, achievements to date, skills abilities and knowledge, gained in paid or unpaid work, study or training, meet the relevant criteria as described in the person specification or role profile.

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**WHAT OTHER INTERESTS DO YOU HAVE?**

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| If you were offered this post, when could you be available to commence work?Date –  |

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| --- |
| **DECLARATION**I hereby certify that all of the above is correct. Signature………………………………………………………………………………. Date…………………………. |

Bexley Moorings Project is committed to safeguarding and promoting the welfare of our clients, and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent and effective safeguarding procedures are in place to support our clients and the people they care for. Bexley Moorings Project believes that safeguarding is everybody’s business, and we promote communities playing a part in preventing, identifying and reporting neglect and abuse.