

*Please read the job description and person specification before you fill in the form.*

*Please send the completed form to* ***info@integrateuk.org.***

| **Part One – Personal Details** | |
| --- | --- |
|  | |
| Title: |  |
| First names: |  |
| Surname (family name): |  |
| Address & postcode: |  |
| Email address: |  |
| Mobile: |  |
| Home Telephone (if applicable): |  |
| Role you are applying for: |  |
|  |  |
| The Immigration, Asylum and Nationality Act 2006 requires employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions. Under the Act we are required to check your eligibility to work in the UK **before** you start work. We therefore ask all candidates to bring proof of their right to work to interview and a copy will be taken. | |
| Do you have the right to work in the UK? | **YES**☐ **NO ☐** |
| Do you consider yourself to have a disability? This question is optional. | **YES** ☐ **NO** ☐ **PREFER NOT TO SAY**  ☐ |
| If you do have a disability or health condition, and require adjustments to attend the interview, please give details below. | |
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| If successful, when could you start working with us? |  |

| **Part Two - Employment History** | | | | |
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| Please give details of **ALL** full and part time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.  Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY** (continue on a separate sheet if necessary) | | | | |
|  | | | | |
| Type of experience/job title | Name & Address of employer | Reason for leaving | Dates (mm/yy) | |
| From | To |
|  |  |  |  |  |
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| **Part Three – In Service Training** | | | |
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| Please give any previous in work or professional training undertaken in the last 3 years as a participant or course leader | | | |
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| Dates & Duration | Title of course/training | Name of Provider | Qualification  (if any) |
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| **Part Four - Education** | | | | |
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| Please list your education, training and professional qualifications. | | | | |
|  | | | | |
| From | To | Qualification and place of study (school, college or university) | Qualifications | |
| *Mth/yr* | *Mth/yr* | *Gained*  *(with grades), or* | *for which you are studying* |
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| **Part Five – Information in support of your application** | | | |
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| Using a maximum of **1500** words, please describe how you meet the job criteria set out in the person specification listing your skills and experiences that relate to each criteria and grouping your responses under the relevant headings  Make sure that you include all relevant skills and knowledge (CV’s are not accepted) - this may have been gained from your current or previous jobs, from voluntary work or from working in the home or in the community. Give specific examples wherever possible: | | | |
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| **Part Six – References** | | | | |
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| Please give names and addresses of two referees. One should be your current employer or main tutor. Your referees must be able to comment on your ability to do the job for which you are applying. | | | | |
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| **REFEREE 1** |  | **REFEREE 2** |  | |
| Name: |  | Name: |  | |
| Organisation: |  | Organisation: |  | |
| Position held: |  | Position held: |  | |
| Relationship to you |  | Relationship to you |  | |
| Phone number: |  | Phone number: |  | |
| Email: |  | Email: |  | |
| May we take up references before interview? | **YES**☐ **NO**☐ | May we take up references before interview? | **YES**☐ **NO**☐ | |

| **Part Seven– Declaration** | |
| --- | --- |
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| I declare that to the best of my knowledge the information provided on this form is true and complete. I understand that any willful mis-statement or omission may make an offer of employment at Integrate UK invalid or lead to the termination of employment. I give consent to hold personal and personal sensitive data about me in order to process my application.  I understand that Integrate UK will keep my application on file for six months after the closing date, regardless of the outcome and the data in this application will be processed in line with their Privacy Notice (which can be found at [www.interateuk.org](http://www.interateuk.org)) and the Integrate UK Data Protection Policy. I understand that I can ask to see this data via a subject access request and that I can request that data that is no longer required to be held, can be removed from my file and destroyed. | |
|  | |
| Signed | Date |