

**Advonet: Job Application Form**

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| A picture containing drawing  Description automatically generated | **What is the job you have applied for?** |
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| A picture containing drawing  Description automatically generated | **Important notes** |
| A screenshot of a cell phone  Description automatically generatedA picture containing drawing  Description automatically generatedA picture containing drawing  Description automatically generatedA screenshot of a cell phone  Description automatically generatedA picture containing drawing  Description automatically generatedA picture containing clock  Description automatically generatedA close up of a logo  Description automatically generatedA picture containing building, window, drawing  Description automatically generated | Thanks for your interest in working for Advonet.Please read these notes before filling in this form.There will be a recruitment panel for the interview.The panel will have someone who has used an Advonet service before.To help them know more about what you can do, please write clearly.Please read the information first. This includes the Job Description and the Person Specification.You can type in the form.Give all the information you can about yourself. Say why you think you can do the job.It should match what is in the Person Specification.When you finish the form, please send it to Advonet.You can email it to **jobs@advonet.org.uk**.You can also post it to this address:AdvonetUnity Business Centre26 Roundhay RoadLeedsLS7 1AB |

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|  | **Personal Contact Details** |
| A picture containing drawing  Description automatically generated | **Your full name** |
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| A picture containing building, window, drawing  Description automatically generated | **Your postal address** |
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| A picture containing object, clock  Description automatically generated | **Your phone numbers** |
| Day number: |  |
| Evening number: |  |
| Mobile number: |  |
| A close up of a logo  Description automatically generated | **Your email address** |
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|  | **References** |
| A close up of a logo  Description automatically generatedA picture containing drawing  Description automatically generatedA picture containing table  Description automatically generatedA picture containing drawing  Description automatically generated | If you get on the shortlist, we will ask for references from people who know you.Please give names and addresses of two people. They should be people who know you well enough to say if you can do the job.One referee should be the person you most recently worked for or volunteered with.Please say how you know each referee.You cannot have a friend or family member as a referee. You won’t be offered a job until good references have been received. |
| A picture containing drawing  Description automatically generated | **Please write your old name and job title (if you have one)** |
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|  | **Referee 1** |
| **A picture containing drawing  Description automatically generated** | **Referee’s Name** |
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| **A picture containing drawing  Description automatically generated** | **Referee’s Job title** |
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| **A picture containing table  Description automatically generated** | **Who the Referee works for** |
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| **A picture containing building, window, drawing  Description automatically generated** | **Referee’s address** |
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| **A close up of a logo  Description automatically generated** | **Referee’s email address** |
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| **A picture containing object, clock  Description automatically generated** | **Referee’s telephone number or mobile phone number** |
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| **A close up of a logo  Description automatically generated** | **How does the referee know you?** |
|  |
| **A picture containing drawing  Description automatically generated** | **Can we talk to the referee before your interview?** |
| **A picture containing drawing  Description automatically generated** | Yes [ ]   | **A drawing of a cartoon character  Description automatically generated** | No [ ]  |
|  | **Referee 2** |
| **A picture containing drawing  Description automatically generated** | **Referee’s name** |
|  |
| **A picture containing drawing  Description automatically generated** | **Referee’s Job title** |
|  |
| **A picture containing table  Description automatically generated** | **Who the Referee works for** |
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| **A picture containing building, window, drawing  Description automatically generated** | **Referee’s address** |
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| **A close up of a logo  Description automatically generated** | **Referee’s email address** |
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| **A picture containing object, clock  Description automatically generated** | **Referee’s telephone number or mobile phone number** |
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| **A close up of a logo  Description automatically generated** | **How does the referee know you?** |
|  |
| **A picture containing drawing  Description automatically generated** | **Can we talk to the referee before your interview?** |
| **A picture containing drawing  Description automatically generated** | Yes [ ]   | **A drawing of a cartoon character  Description automatically generated** | No [ ]  |

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| **A picture containing drawing  Description automatically generated** | **Education and Qualifications** |
| Please say what your education and qualifications are. |
| **A picture containing drawing  Description automatically generated** | **A picture containing table, drawing  Description automatically generated** |  | **A close up of a device  Description automatically generated** |
| **Education and Qualification Details** | **Result or Grade** | **Where did you get it?** | **When did you get it?** |
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| **A picture containing drawing  Description automatically generated** | **Professional qualifications or membership** |
| Please say if you have any professional qualifications. Please also say if you are a member of a professional group. |
| **A picture containing drawing  Description automatically generated** | **A picture containing table, drawing  Description automatically generated** | **A close up of a device  Description automatically generated** |  |
| **Name of qualification or professional group** | **Result or Grade** | **When did you get it?** | **Are you a member now?** |
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| **A picture containing drawing  Description automatically generated** | **Training and Development** |
| Please say if you have any professional qualifications. Please also say if you are a member of a professional group. |
| **A picture containing drawing  Description automatically generated** | **A picture containing table, drawing  Description automatically generated** | **A close up of a device  Description automatically generated** |  |
| **Name of qualification or professional group** | **Level** | **How did you get it?** | **When did you do it?** |
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| **A close up of a logo  Description automatically generated** | **Do you have a full, current Driving Licence?** |
| **A picture containing drawing  Description automatically generated** | Yes [ ]   | **A drawing of a cartoon character  Description automatically generated** | No [ ]  |

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|  | **Language Skills** |
| Which languages do you speak and/or write? These do not include English. Click or tick the box if you write or speak the language. |
|  |  |  |
| **Name of language** | **I speak it** | **I write it** |
|  |[ ] [ ]
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|  | **Work History: Your most recent job** |
| Please write about your current or most recent job here. |
|  **A picture containing building, window, drawing  Description automatically generated****Employer’s Name and Address** |  |
| **Name of job** |  | **When did you have that job?** |  |
| **A picture containing drawing, game  Description automatically generated****Reason for leaving** |  | **A picture containing drawing  Description automatically generated****Wages and hours worked** |  |
| **A picture containing clock  Description automatically generated****List of duties in this job** |  |

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|  | **Work History: Your earlier jobs** |
| Please write about any other jobs you have had here. |
|  **A picture containing building, window, drawing  Description automatically generated****Employer’s Name and Address** |  |
| **Name of job and weekly hours worked there**  |  |
| **A picture containing drawing  Description automatically generated** **Your pay and dates/time worked there** |  |
| **A picture containing drawing, game  Description automatically generated****Reason for leaving** |  |
|  **A picture containing building, window, drawing  Description automatically generated****Employer’s Name and Address** |  |
| **Name of job and weekly hours worked there**  |  |
| **A picture containing drawing  Description automatically generated** **Your pay and dates/time worked there** |  |
| **A picture containing drawing, game  Description automatically generated****Reason for leaving** |  |
|  **A picture containing building, window, drawing  Description automatically generated****Employer’s Name and Address** |  |
| **Name of job and weekly hours worked there**  |  |
| **A picture containing drawing  Description automatically generated** **Your pay and dates/time worked there** |  |
| **A picture containing drawing, game  Description automatically generated****Reason for leaving** |  |
|  **A picture containing building, window, drawing  Description automatically generated****Employer’s Name and Address** |  |
| **Name of job and weekly hours worked there**  |  |
| **A picture containing drawing  Description automatically generated** **Your pay and dates/time worked there** |  |
| **A picture containing drawing, game  Description automatically generated****Reason for leaving** |  |

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|  | **Please write about any other jobs you have had in the space below.** |
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| **A picture containing drawing  Description automatically generated** | **Under immigration law, are you currently allowed to work in the UK?** |
| **A picture containing drawing  Description automatically generated** | Yes [ ]   | **A drawing of a cartoon character  Description automatically generated** | No [x]  |

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|  | **Supporting Information****Please write about why you are the right person for the job.****Talk about your skills, what you know and your experience. It should match what is in the Job Description.****Please don’t forget to write about any community work or volunteering.** **You can also write about your hobbies if they help.** |
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|  | **Where did you hear about this job?** |
|  | **Website** | **Email** | **Other** |
|  |[ ]  [ ]  | [ ]  |
|  | **Please say where you heard about it – which website or organisation told you?** |
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| **A picture containing drawing  Description automatically generated****A picture containing drawing  Description automatically generated** | **Please write down all criminal convictions you have that are not “Spent”.** **Advonet will follow the Rehabilitation of Offenders Act 1974.** **If you are successful, we will do an Enhanced DBS Check on you.**  |
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|  | **Please contact us if you want to talk about any changes you need when filling in this form.** **These could be because of a disability.****If you have any questions about recruitment, please contact Human Resources.** **Their phone number is 0113 244 0606.** |

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| **A picture containing drawing  Description automatically generated** | **I confirm that as far as I know, the information I have given in this form is all correct:** |
|  |  |  |
| **Signed:** | **Date:** |

