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# APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| Job Title: |  |

**IMPORTANT NOTE**

Thank you for your interest in working for Advonet. Please read the following notes before completing the form.

**The recruitment panel includes a person who uses the service. They will be involved at the short-listing stage. In order to help the whole panel get as much as possible from your application form please make your application form as accessible as you can.**

* Read the relevant information, particularly the Job Description and Person Specification before completing the form
* You can type directly onto the form
* Give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Person Specification.
* Return to us, by email to [jobs@advonet.org.uk](mailto:jobs@advonet.org.uk) or by post to Advonet, Unity Business Centre, 26 Roundhay Road, Leeds, LS7 1AB.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Your full name: | Telephone Nos.  Day:  Evening:  Mobile: |
| Postal address: |
| Email: |

**REFERENCES**

|  |  |
| --- | --- |
| We will take up references if you are shortlisted, unless requested otherwise. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.** | |
| Give your former name if different from that above, to ensure we are asking for the correct reference. | Your Former Name and Job Title (if applicable) |

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| --- | --- | --- | --- | --- |
| NAME OF REFEREE  And JOB TITLE or STATUS (e.g. teacher, friend) | | ADDRESS FOR CONTACT | MAY WE APPROACH THEM BEFORE INTERVIEW? | |
| Name:  Status:  Tel No:  E-mail: |  |  | YES |  |
| NO |  |
| Name:  Status:  Tel No:  E-mail: |  |  | YES |  |
| NO |  |

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**EDUCATION AND QUALIFICATIONS**

Please give details of your education and qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDUCATION AND QUALIFICATION DETAILS | RESULTS/  GRADES  OBTAINED | WHERE OBTAINED | DATE  FROM | DATE  TO |
|  |  |  |  |  |

**PROFESSIONAL QUALIFICATIONS/MEMBERSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFICATION/PROFESSIONAL BODY | LEVEL | DATE ATTAINED | CURRENT  MEMBERSHIP  STATUS |
|  |  |  |  |

**TRAINING AND DEVELOPMENT**

List all training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COURSE AND TRAINING DETAILS | RESULTS/  GRADES  OBTAINED | WHERE OBTAINED | HOW OBTAINED  (FULL TIME)  (PART TIME)  (RESIDENTIAL) | DATE  FROM | DATE  TO |
|  |  |  |  |  |  |

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| Do you have a full current driving licence? |

**LANGUAGE SKILLS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which languages other than English do you speak and/or write? | | | | | | | | | | | | | | |
|  |  | Speak | | | Write | | |  | Speak | | | Write | | |
|  | |  |  |  |  |  |  |  |  |  |  | |  |  |
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**EMPLOYMENT HISTORY**

**CURRENT (most recent) EMPLOYMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EMPLOYER’S NAME AND ADDRESS | | | POSITION HELD | | | DATE | | | REASON FOR WISHING TO LEAVE | |
| FROM | | TO |
|  | | |  | | |  | |  |  | |
| Tel No |  | Salary | |  | Hours worked | |  | |
| Brief note of Duties and Responsibilities: | | | | | | | | | | |
|  | | | | | | | | | |  |

**PREVIOUS EMPLOYMENT** (continue on a separate sheet if necessary and attach)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EMPLOYER’S NAME AND ADDRESS | POSITION HELD | HOURS OF WORK | SALARY/  WAGE | DATE  FROM | DATE  TO | REASON FOR LEAVING |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
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| Under the requirements of the Asylum and Immigration Act, are you currently eligible to work in the UK? | YES |  | NO |  |  |
|  | | | | | |

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| **SUPPORTING INFORMATION** Tell us why you are the person for the job - Use the space below to show you have the skills, knowledge and experience we are looking for (as described in the Job Description and Person Specification). Don’t forget to include details of home-based work, work in the community or with voluntary groups and your leisure interests to support your application.  Please keep your supporting information to a maximum of 2 pages (minimum font size 11) – don’t worry if it is less. |

Where did you hear about this job?

Website Email Other

For each option please state where : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Are there any reasonable adjustments that you might need to undertake the role as set out in the Job description? (if you are unsure please contact the service manager in the job advert)  Yes  No  If yes please give more details here. |

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| Please list all criminal convictions that are not considered “spent”. Advonet will conform to the rehabilitation of Offenders Act 1974. Please note, the successful candidate will be subject to an Enhanced DBS check. |

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| Please contact us at any stage of the process if you wish to discuss any adjustments that you may require, for example, due to a disability.If you have any questions about the recruitment process, please contact Human Resources on 0113 244 0606I confirm that to the best of my knowledge the information provided in this form is correct and gives a true representation of my qualifications and employment history Signed Date  Note - emailing this form to us counts as a signature |