



OFFICE USE ONLY

Application No: _____

Headway Black Country
Martin Hill Street
Dudley DY2 8RT

Position Applied For:

**Please remember to complete the Personal Details Section of the Diversity Monitoring Form.
CV's are not accepted.**

Present or Most recent Employment

Name of Employer:

Address of Workplace:

.....

..... Post Code:

Post Held: Date Appointed:

Salary/Wages £ Grade/Scale:

Other Benefits:

Date left or period of notice required:

Reason for leaving:

.....

Brief description of duties:

.....

.....

.....

.....

Please provide any dates that you may not be able to attend for interview:

.....



Previous Employment
(Start with the most recent and work backwards)

From	To	Name & Address of Employer	Post Held	Wage /Salary	Reason for Leaving

Qualifications

Name of schools/colleges attended	From	To	Full-Time or Part-Time	Qualifications Gained (or being sought)	Date Awarded	Grades Obtained



Black Country

Training

Dates	Title/Description of Training Completed

References

Please provide the names, addresses and occupations of two persons for reference. One of these should be your existing/most recent employer. The person giving you a reference must hold a position of responsibility and must be able to comment on your work and personal qualities. **Please note, referees must not be relatives or friends.**

Name: Name:

Address: Address:

.....

.....

.....

Tel no: Tel no:

Email: Email:

Occupation: Occupation:

May we contact your employer without further reference to you? Yes / No

Driving

Do you hold a current full driving licence? Yes / No
 Do you have any driving offences? Yes / No



Further Details

You need to use this space to tell us how you meet the requirements set out in the person specification. You may also wish to include more details of the duties and responsibilities of your present (or most recent) job and any other relevant experience, interests/hobbies. Additional sheets may be attached if necessary.



Headway Black Country

Asylum & Immigration Act

Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff have the right to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

Are you free to take up employment in the UK? Yes/No

Are you a UK National? Yes/No

Criminal Convictions

- This post involves contact with vulnerable adults and as such is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- You are therefore not entitled to withhold information about cautions or convictions which for other purposes are 'spent' under the provisions of the Act, but not 'protected'. **If you require further advice about whether to disclose information you can contact NACRO - www.nacro.org.uk**
- In the event of employment with us, failure to disclose any 'unprotected' convictions, cautions, reprimands or final warnings could result in disciplinary action or dismissal.
- Successful applicants for the post will be required to complete a DBS (Disclosure & Barring Service) criminal check prior to commencing any employment with us. The DBS will check criminal records information and under the Care Standards Act 2000 will check the Protection of Vulnerable Adults List of those considered unsuitable to work with vulnerable adults.
- All information you provide along with information disclosed from the DBS check will be treated in the strictest confidence, in line with the General Data Protection Regulations (GDPR) and the DBS code of practice, which we follow. The DBS code of practice is available on request.
- We have a policy that governs the process of the DBS check: the *DBS Information Policy (G32)*. This is available on request.
- Having a conviction will not necessarily exclude you from being employed. Where a criminal history is disclosed, we will treat you fairly, discuss the history of this with you and make a decision on the recruitment outcome in line with our *Employment and Recruitment Policy (HR29)*. This is available upon request.
- You must inform us immediately if you receive a caution, reprimand, final warning, conviction or charge in the UK or any other country, AFTER you have completed this form, and before taking up any position offered or during your employment with us (apart from car parking fines).

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes No

If yes, please provide further information about the date and nature of the offence(s):

Alternatively you can send information in a separate envelope marked "CONFIDENTIAL" to The Chief Officer, Headway Black Country, Martin Hill Street, Dudley, DY2 8RT.

DECLARATION

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, or, if I have already been appointed, I may be dismissed.	
Signed:	Date:



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Diversity Monitoring

Headway Black Country is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying.

The information below will be used only for monitoring purposes and will be treated confidentially.

The personal information requested below will be kept securely and not made available to anyone before or during short-listing, to ensure that only your abilities, experience, training and qualifications are considered. All unsuccessful application forms are destroyed after six months.

Position Applied for: _____

Personal Details

Surname: First Name (s):

Address:

.....

..... Post Code:

Home Tel No: Mobile No:

Email address:

Date of Birth: NI Number:

Gender: Male Female

Black: African Bangladeshi Caribbean

Indian Pakistani Other
(Please specify)

White: UK Other European Other
(Please specify)

Do you have any form of disability Yes No

If Yes please give details:

.....

If registered disabled, please give number:

Where did you hear about this vacancy: