**Employment Application Form**



*Thank you for your interest in working for the Social Interest Group. Please complete each section of this application form in full including the supporting statement. Feel free to use as much additional space as necessary. Please ensure you attach an up to date CV when submitting your application form.*

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| **Job Title:** | |  | | |
| **Location:** | |  | | |
| **How did you hear about this vacancy?** | |  | | |
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| 1. **Personal Details** | | | | |
| **First name** |  | | **Title** |  |
| **Surname** |  | | **Preferred name** |  |
| **Current address** |  | | | |
| **Post code** |  | | **Email** |  |
| **Contact number** |  | | | |
| Do you require a work permit to work in the U.K? **Yes  No**  If yes, do you have a work permit? **Yes  No**  Please provide details of your work permit below: | | | | |

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| 1. **Details of current or last employment** | | | |
| **Employer’s name** |  | | |
| **Employer’s address** |  | | |
| **Position held** |  | | |
| **Dates** |  | **Salary** |  |
| **Reason for leaving** |  | **Notice Period** |  |

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| *Briefly describe your current/most recent position, highlighting skills, duties and responsibilities, or experience relevant to the post for which you are applying* |

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| 1. **Education and qualification** | | |
| *Please details of all your qualifications, including professional qualifications. Proof of professional qualification status will be required before an appointment is made.* | | |
| **Qualifications** | **Establishment Name** | **Year of qualification** |
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| 1. **Other relevant training course completed** | | |
| **Organising body and title** | **Brief description of course content** | **Year** |
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| 1. **Supporting statement** |

*Using the job description as a guide, please summarise how you meet the requirements for the post using no more than 2 A4 sheets. Please focus on the Person Specification sections of the job description only and demonstrate how you meet the criteria listed in these sections.*

***Note: failure to complete this section will result in your application not being considered***

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| 1. **Disability Confident Scheme** |



*As a Disability Confident Committed Employer, the Social Interest Group has a positive approach to the employment of people with a disability & operates a guaranteed interview scheme for disabled applicants who meet the minimum essential criteria for the job.*

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| Do you consider yourself to have a disability as defined by the Equality Act 2010? **Yes  No**    If yes, do you require any reasonable adjustments in order to attend an interview? **Yes  No**  If yes, please provide details below: |

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| 1. **Relatives or other interests** |

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| --- | --- |
| Do you have any relationship with anyone working at Social Interest Group / Penrose / Equinox including Councilors and Trustees?  If yes, please provide details below: | **Yes  No** |
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| 1. **Safeguarding** |

*Social Interest Group is committed to safeguarding and promoting the welfare of all service users who use our services, and, as such, expects all staff and volunteers to share this commitment. Under the Rehabilitation of Offenders Act (1974) we require all applicants to declare both spent and unspent convictions. Having a criminal record will not necessarily be a bar to employment with the Social Interest Group.*

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| Please tick the appropriate answer below: | |
| Have you ever received a police caution or warning?  If yes, please provide details:  Have you been convicted of any criminal offences? | **Yes  No**  **Yes  No** |
| If yes, please provide details of the conviction(s) | |
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| Are you disqualified from working with vulnerable adults? | **Yes  No** |

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| 1. **Applicant Declaration** |

I *confirm that the information given in this application is correct to the best of my knowledge and understand that wrongful completion will invalidate any contract of employment which may be offered to me by Social Interest Group and any of its subsidiaries.*

*I accept that information within this application form will be used by the Social Interest Group for the purpose of processing my application. Further, should my application be successful, and I am employed by the Social Interest Group, information about me, including that relating to my ethnic origin and health, will be retained and processed for the purposes of monitoring and employment procedures in accordance with the Data Protection Act 1998.*

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| **Signature** |  | **Date** |  |

Please return your completed application form along with an up to date CV by the advertised closing date to:

[**recruitment@socialinterestgroup.org.uk**](mailto:recruitment@socialinterestgroup.org.uk)

or post to:

**People and Culture Department**

**Penrose**

**1 Waterloo Gardens**

**Milner Square**

**London**

**N1 1TY**