**Application Form**

This form can either be printed out and completed by hand (please write clearly in black ink) or completed electronically, using font size 11 (please adjust field sizes as required).

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| --- | --- | --- |
| **Position Applying For:** | |  |
| **Personal Details** | | |
| **Name:** |  | |
| **Address:** |  | |
| **Phone:** |  | |
| **Mobile:** |  | |
| **Email:** |  | |

|  |  |
| --- | --- |
| **References**  Please provide contact details for two referees who we can ask for information regarding your suitability for this post. At least one must be your current / most recent employer. Preferably, the other should be from a previous employer; however, if this is not practicable, we would accept a character reference from someone who knows you i.e., a previous tutor/teacher or a manager from any volunteering/unpaid work you have done. We will not accept references from family members or family friends. If the post you have applied for is working directly with children and/or young people we will seek references after shortlisting and beforeinterviewing, for all other positions we will only contact your referees if your application is successful. Any offer of employment will be subject to satisfactory references, right to work checks and an enhanced disclosure check. | |
| **Name** | **Name** |
|  |  |
| **Relationship (nature and length)** | **Relationship (nature and length)** |
|  |  |
| **Address** | **Address** |
|  |  |
| **Telephone Number** | **Telephone Number** |
|  |  |
| **Email Address** | **Email Address** |
|  |  |

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| --- | --- | --- | --- |
| **Educational Details**  Please give details of qualifications gained, beginning with your secondary school and any further education. Please include any qualifications currently being sought. | | | |
| **Place of Study** | **Subject** | **Qualification** | **Dates / Duration** |
|  |  |  |  |

**Continue on a separate sheet if necessary.**

|  |  |  |
| --- | --- | --- |
| **Training Courses**  Please list any completed training ***relevant to this post*:** | | |
| **Place of Study** | **Subject** | **Dates / duration** |
|  |  |  |

**Continue on a separate sheet if necessary.**

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| --- | --- |
| **Employment History**  Please give your current or most recent employment details: | |
| **Job Title:** |  |
| **Employer’s name and address:** |  |
| **Dates of employment:** |  |
| **Period of notice required:** |  |
| **Reason for leaving / seeking to leave:** |  |
| **Please give a brief description of your duties and responsibilities:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment**  In date order (starting with the most recent) please provide details of paid work activities. Where you have been employed through an employment agency, please give details of the agency and placement. Please provide reasons for any gaps in your employment history, i.e., further study, travelling, etc. | | | | |
| **Dates**  (Month & year) | | **Name, address, and telephone number of employer** | **Position held and summary of main responsibilities** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Previous Voluntary/Unpaid Work Experience**  Please list any relevant unpaid /voluntary work beginning with the most recent. | | | | |
| **Dates**  (Month & Year) | | **Name, address, and telephone number of employer** | **Position held and summary of main responsibilities** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |

**Continue on a separate sheet if necessary.**

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| **Personal Statement**  Please write a personal statement of not more than three pages (minimum font size of 11) which covers:   * Why you are interested in this job. * Your experience, knowledge, skills, abilities, and attitude in relation to the Person Specification.   Shortlisting for this post will be based on how well you match the qualities in the person specification. Please give specific examples. It is insufficient simply to repeat what it says in the person specification. If you do not follow these instructions your application will not be shortlisted. |
|  |

**Continue on a separate sheet if necessary – maximum three sheets.**

|  |  |  |
| --- | --- | --- |
| **7. Previous Convictions**  All applicants are required to disclose any previous convictions, and/or pending court appearances. Previous convictions will not constitute an automatic bar to consideration of your application. However, in the event of an applicant being offered a post with The First Step, failure to disclose previous convictions or pending court appearances could result in immediate dismissal. This post will be subject to an Enhanced Disclosure and Barring check. Because of the nature of the work in which you are applying this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions. | | |
|  | **Yes** | **No** |
| **Have you ever been charged with and/or convicted of any offence in this country or elsewhere?** |  |  |
| **Are you currently on probation or on a conditional discharge?** |  |  |
| **Have you been ‘Bound Over’ after being charged with an offence?** |  |  |
| **Has any charge in respect of any offence been brought against you and not disposed of?** |  |  |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** |  |  |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?** |  |  |
| **If the answer is “yes” to any of the above, please give details of charges, circumstances, and court outcomes on a separate sheet of paper marked confidential which can be posted to the CEO (address below) or emailed to:**  [louiseh@thefirststep.org.uk](mailto:louiseh@thefirststep.org.uk) | | |

## 8. Declaration

I confirm that, to the best of my knowledge, the information given in this application is accurate, and that I am legally entitled to take employment in the UK.

**Signed: Date:**

**Print name in full:**

**Please email your application form, continuation sheets/supporting documents to the person named on the job advert** **or post to:**

The First Step

The Old School House

Liverpool

L32 0UX