

# APPLICATION FORM

You are welcome to attach a letter and / or CV in support of your application but, unless otherwise requested in the advertisement or job details, you are asked not to send testimonials or other documents. The box sizes are a guide as to the amount of information required. Please email or post the completed application form to the address given at the end of the form by the closing date.

1. **Applicants must complete the application form in full.**
2. **Your entries should be typed or clearly written in black ink.**
3. **Applications may be emailed / posted by the closing date.**

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| **Title of Post Applied for:** | | |
| Date on which you could take up duties: (if appointed) | | |
| **SURNAME** (block capitals please) | **FIRST NAME/S** | |
| **Preferred Title (for correspondence purposes):** | | |
| **National Insurance Number:** | | |
| **Email Address:** | | |
| **Home Address**  **Post Code** | **Telephone No(s)** | |
| Where did you see this post / job advertised? | |

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| **1. Present Employment** (please detail any present employment.) | | |
| **Name & Address of Employer** | **Title, Grade & Salary** | **Date Appointed** |
| **Brief Detail of Duties & Responsibilities** | | |

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| **2. Previous Employment** (please detail any previous employment, paid or voluntary – most recent first and account for any gaps.) Please continue on a separate sheet if required | | | | | | | | |
| **Post Title & Salary** | **Name & Address of Employer** | | | | **From** | **To** | | **Reason for Leaving** |
| 3. Qualifications (please detail any qualifications that you feel are relevant to this post.) | | | | | | | | |
| **Title or Qualification** | | Awarding Body | | **Year Awarded** | | | **Grade** | |
| 1. **Please give details of your Personal Interests and Hobbies:** | | | | | | | | |
| 1. **Please explain your motivation for wanting to work for us and work in communities or with young people:** | | | | | | | | | |
| 6. Please outline below why you are interested in this post, your reasons for applying for this post and any other information you feel is relevant. Please refer to the job description provided when giving this information. (Use no more than one A4 page only for your answer). | | | | | | | | | |
| **7. REFERENCES please supply the names of two people to whom reference may be made concerning your suitability for this post. The first should be your current or most recent employer and the second reference should not be the same employer.**  **May we refer to your present employer prior to an interview?** YES / NO | | | | | | | | | |
| **1. Name:**  **Profession:**  **Telephone No(s)** | | | **2. Name:**  **Profession:**  **Telephone No(s)** | | | | | | |

ALL THE INFORMATION WILL BE TREATED AS CONFIDENTIAL AND WILL ONLY BE USED TO CARRY OUT DUTIES UNDER THE DISABILITY DISCRIMINATION ACT 1995.

Please circle the appropriate

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| 8. Do you consider yourself to have a disability? If yes, please detail below. |
| 8a. Would the provisions of any aids or modifications assist you in carrying out the duties of the post? If yes, please detail below. |
| 8b. Is there anything we need to know about your disability in order to offer you a fair selection interview? If yes, please detail below. |
| 9. Additional Information  All appointments are subject to a DBS clearance, medical clearance and signing of our code of conduct, agreement of employee handbook and acceptance of our policy framework as well as passing basic induction and probationary period. |

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| 10. Spent Criminal Convictions – the post for which you have applied is exempt from section4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 which requires you to reveal any information concerning spent or other convictions (including any warnings). Successful candidates who fail to disclose will be the subject of disciplinary action. Any information given will be treated in strict confidence and will be considered only in relations to your application for this post.  Please detail any convictions since age 17 below. |

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| 10. For posts and positions with access to children, DBS checks will be made on the possible criminal background of all new appointments. Persons offered employment would therefore be asked to co-operate in this procedure. Refusal to do so will result in the offer being withdrawn. Any information obtained will be treated in strict confidence.  Do you agree to identifying details being sent to the DBS for this purpose? |

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| **11**. Immigration, Asylum and Nationality Act 2006 – Before taking up the post the successful candidate will be asked to produce one of the documents below:   * A document from a previous employer, the Inland Revenue, Benefits Agency, Contribution Agency or Employment Service containing the person’s name and NI Number. This could be a P45, a P60 or a letter. * A passport confirming that a person is a British citizen |

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE DETAILS PROVIDED BY ME ON THIS APPLICATION FORM ARE CORRECT.

**APPLICANT’S SIGNATURE: DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form to In The Mix Project, The Hub Centre, Hartswell, South Street, Wiveliscombe TA4 2NE or in the first instance email to [info@inthemixproject.org.uk](mailto:info@inthemixproject.org.uk)