**Number 11 – Crisis Support Worker Application Form**

*Before completing this form please ensure you have read the Job Description and Personal Specification in full. Please ensure you fill every section of the form, and do not omit any questions. Should you have any questions whilst filling the form please contact Dave (*[info@number11.org.uk](mailto:info@number11.org.uk))*. For details on submitting your application, deadlines and interviews, please see the end of the form.*

**Applicant Details**

|  |  |
| --- | --- |
| **First Name:** | **Surname:** |
| **Address:**  **Postcode:** | |
| **Home telephone:** | |
| **Mobile telephone:** | |
| **Email address:** | |
| **National Insurance Number:** | |

Are you free to remain and take up employment in the UK?

**Yes No (***delete as appropriate)*

To ensure the safety of our centre users an enhanced DBS check must be completed. A criminal record will not necessarily be a bar to employment. If a check is returned and reveals any information, this will be discussed with the applicant. The Trustees will make a decision as to whether the offer of employment will be confirmed. Do you consent to this check being carried out?

**Yes No** *(delete as appropriate)*

Once the role has been offered, the successful applicant will need to undergo a health assessment, relevant to their capability after reasonable adjustments are made, to properly perform tasks which are intrinsic to their employment. Should you be offered the position, do you agree to taking part in this health assessment?

**Yes No** *(delete as appropriate)*

Do you hold a current UK drivers licence? *(Note this does not disqualify from applying for the role)*

**Yes No** *(delete as appropriate)*

**Application Form**

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| **The Crisis Support Worker will require strong people skills, including an ability to work with and support vulnerable people, but also with volunteers and other staff. With this in mind, and noting the preface in the job description and personal specification, please tell us a bit about your qualities and experience that make you right for this job.**  *To support your application, we recommend you write a minimum of 500 words but no more than 1000 words in this section.* |
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| **Please briefly tell us why you have applied for this role** |
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**Employment History**

Please include previous experience (paid or unpaid) starting with the most recent first.

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| --- | --- |
| (1) Name of current employer: | |
| Address:  Postcode: | |
| Position held:  (And for how long) |  |
| Reason for leaving: |  |
| Salary on leaving: |  |

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| --- |
| Brief description of duties: |
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| --- | --- |
| (2) Name of previous employer: | |
| Address:  Postcode: | |
| Position held:  (And for how long) |  |
| Reason for leaving: |  |
| Salary on leaving: |  |
| Brief description of duties |  |

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| --- | --- |
| (3) Name of previous employer: | |
| Address:  Postcode: | |
| Position held:  (And for how long) |  |
| Reason for leaving: |  |
| Salary on leaving: |  |
| Brief description of duties |  |

**Education**

*Please tell us about any degree’s, diploma’s, A-levels, GCSE’s or other relevant qualifications/ certificates.*

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| --- | --- | --- |
| **Institution** | **Qualifications/ grade** | **Date obtained** |
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**Training and development**

Please use the space below to briefly give details or any training or non-qualification based development you have participated in which is relevant to the post.

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**References**

Please give the names and addresses of two references, one should be your most recent employer, the second may be a former employer, church pastor, or someone who has experience working with and managing you. We will take up professional references once you have been interviewed and **provisionally** offered the post. By filling in these details you are consenting to us contacting these individuals to obtain a reference.

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| --- | --- | --- |
|  | **Reference One** | **Reference Two** |
| **Name** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
| **Email** |  |  |
| **Telephone** |  |  |
| **Role/ How do you know this person?** |  |  |

**Please briefly tell us where you saw this job advertised:**

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**If there was an opportunity for the role to be offered as a job share (for example 2 individuals doing 2 days a week), would you consider this?**

**Yes No** *(delete as appropriate)*

*(Please note your answer to this question will not affect your application chances, and will only be considered at the end of the recruitment process once candidates have already been ranked)*

**Declaration**

I confirm that all the information on this application is correct. I understand that if I have provided any false or misleading information, my offer of employment may be withdrawn or my employment may be terminated.

**Date:**

**Signed:**

*(If the application is being completed electronically then you may just type your name)*

**Final details**

Please send fully completed applications to [info@number11.org.uk](mailto:info@number11.org.uk), with the subject line “Number 11 Crisis Support Worker – *Your name”*

The deadline for applications is **Sunday 29th September 2019 at 5pm**, although we encourage applicants to submit their applications as early as possible. Interviews will be conducted on the morning of **Wednesday 2nd October**. Please expect to be invited to interview and keep this date available.