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**Job Application Form**

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| **Position Applied for:**  |

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| **Section 1 - Personal Details** |
| **Family name** | **First name** | **Other names** |
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| **Present Address** | **Permanent address (if different)** |
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| **Daytime telephone number** | **Evening telephone number** |
|  |  |
| **Email address** |  |
| **Section 2 – Education & Training**  |
| **Dates attended****(From and to)** | **Institution, city and country** | **Field of study / training** | **Degree, Diploma or certificate** |
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| **Are you currently employed or in full-time education?**  | **If YES, how much notice do you have to give?** |
| **Section 3 – Work Experience** **Please list only employment lasting 3 months or more. Please begin with present or most recent employer.**  |
| **Employer:****Address:** **Based at:**  | **Job title:** **Salary:****Dates of employment (month/year):** **Reason for leaving:** |
| **Brief Job Description:**  |
| **Employer:** **Address:** **Based at:**  | **Job title:** **Salary:****Dates of employment (month/year):** **Reason for leaving:** |
| **Brief Job Description:** |
| **Employer:** **Address:**  | **Job title:** **Salary:****Dates of employment (month/year):****Reason for leaving:** |
| **Brief Job Description:** |
| **Employer:** **Address:** **Based at:** | **Job title:** **Salary:****Dates of employment (month/year):****Reason for leaving:** |
| **Brief Job Description:** |
| **Section 4 – Summary of skills and experience** **(Paid and/or Voluntary work experience)****Please summarise your experience, skills, knowledge and understanding, linking to the requirements of this job, as set out in the person specification.****Please use each of the person specification points (combining points as appropriate) and provide examples of how you meet our requirements.** |
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| **Section 5 – Further details** |
| **When are you available to take up this post?** |
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| **How did you become aware of this post?**  |
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| **Section 6 – References** **Please provide names and contact details for 2 referees. References should be provided by previous employers, wherever possible. Relatives and partners are NOT acceptable as referees.** **References may be taken up before interview unless you request otherwise. We reserve the right to contact any of your previous employers.**  |
| **Referee 1****Name:** **Address:** | **Email:** **Tel Number:** **How did you know him/her:** **May references be taken prior interview?** |
| **Referee 2****Name:** **Address:**  | **Email:** **Tel Number:** **How did you know him/her:** **May references be taken prior interview?** |
| **Section 7 – Disability** **Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.** |
| **Do you have a disability under the definition of the Equality Act 2010?** |
| **If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post.**  |
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| **Section 8 – Rehabilitation of Offenders****Marylebone Project recognises the contribution that ex-offenders can make as employees and so welcomes applications from them. The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act (1974). When answering the following questions you must, therefore, disclose any criminal convictions, even those which may be considered ‘spent’ for other purposes. (Rehabilitation of Offenders Act (Exceptions) Order 1975).** |
| **Have you ever been found guilty of committing an offence or of having done the acts or made the omission with which you were charged in any proceedings brought by a local authority in relation to the care of a person under 18 years old?** |
| **Have you ever been convicted of any offences under the 1958 Adoption Act as amended by the 1975 Children Act?** |
| **Have you ever been found guilty of violence, cruel, indecent or dishonest behaviour in any serious disciplinary proceedings?** |
| **Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with, young people or vulnerable adults?** |
| **If you have answered ‘yes’ to any of these questions please give full details, continuing on a separate sheet if necessary.** |
| **Section 9 – Miscellaneous** |
| **Are you required to have a UK work visa / permit?** **YES/ NO (Please circle)** |
| **If YES, do you have a valid visa / permit?****YES / NO (Please circle)** |
| **If YES, when does it expire?****Date: ………………………………………….** |
| **Section 10 – Signature****You will be asked to sign a copy of your application form if you are called for interview.** **The facts set out in this application form are, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment.**  |
| **Signed:**  |
| **Date:**  |
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Please return this application form by email to: **recruitment@maryleboneproject.org.uk**

CV’s will not be considered in the selection process