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**APPLICATION FORM**

**CONFIDENTIAL**

**As an Equal Opportunity Employer we welcome applications from all sections of the community**

Please ensure you read the guidance notes at the end of this form before completing it.

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| Please complete this form in **BLACK INK OR TYPESCRIPT** and return by **e-mail** to[**marc.hepton@edengate.org.uk**](mailto:marc.hepton@edengate.org.uk) **or by post to 25 Hill Street, Newport NP20 1LZ** |

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for | | Publication/Source of vacancy | |
| Surname | Other names | | Title |
| Address | | | |
| Email | | Work telephone number | |
| Home telephone number | | Mobile telephone number | |

|  |  |
| --- | --- |
| CURRENT/MOST RECENT EMPLOYMENT | |
| Name of organisation | Job Title |
| Date of appointment | Current/Final Salary (if any) |
| Period of Notice Required | Reasons for leaving |
| Please give a brief outline of responsibilities | |
| Line Manager Details (We will not contact your current employer until we get your go ahead): | |
| Name:  Job Title: | E-mail Address:  Tel. No: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYMENT (PAID OR UNPAID) Please use this section to outline in date order (starting with the most recent) details of your paid employment, volunteering activities and any other relevant activities. Where you have been employed by an agency outline the details of the agency as well as the placement(s).  **If successful a conditional offer will be made and at this point we will use the information below to take up references covering at least the last 5 years and/or at least 2 jobs (including your current/most recent employment). Please ensure that you provide full contact details in the appropriate column. We will only take up references once an offer of employment has been made and accepted by you.**  If there are any gaps in your employment/further study please ensure you clearly identify the dates and provide information that clarifies the situation (e.g. due to a period of homelessness, education, travelling, unemployment, parenting years). We will be flexible and request details from the services you used to validate the gaps. We reserve the right to approach any of your previous employers, and will specifically ask about disciplinary and attendance matters. Personal references (relatives or friends) will not be accepted. | | | | | |
| **FULL CONTACT DETAILS**  (For each employed/volunteering period – most recent first)  1] Name of Line Manager  2] Job Title  2] Company  3] E-mail Address  4] Telephone Number | **JOB TITLE AND RESPONSIBILITIES**  (State whether paid work or volunteering)  1] Brief description of main responsibilities  2] Use this column to explain the gap in your employment/volunteering history  3] Reasons for leaving | | **DATES**  (Provide month and year, starting with the most recent). Please avoid entering the period in years. | | |
|  |  | | **From** | | **To** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| Please explain any gaps in your employment history and give reasons | | | | | |
| EDUCATION AND TRAINING Give details of Secondary Schools, Colleges, Universities or Institute of Further Education attended  **(You may be required to produce evidence of your qualification on appointment)** | | | | | |
| **NAME/NATURE OF ESTABLISHMENT**  (School, university, college etc.) | | **QUALIFICATIONS GAINED**  (Give details, including dates of any educational Certificates, Professional or other qualifications and training with standard obtained, if applicable) | **PERIOD**  (List dates starting with the most recent) | | |
|  | |  | **From** | **To** | |
| Full title of any professional body of which you are a member and state length of membership | | | | | |
| **TRAINING COURSES**  (Please provide details by listing any other relevant qualifications or courses attended (include non-certificate courses) | | | | | |
| **EXPERIENCE, SKILLS & INTERESTS**  Please list any additional skills or training you feel is relevant to this post | | | | | |
| WHY THIS POST? With close reference to the job description, please outline below why you are interested in this post, and describe how your skills, knowledge & experience are applicable (please address each item of the Person Specification in order). | | | | | |

**ADDITIONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faith**  Certain positions within our organisation are covered by a genuine occupational requirement that the post holder is a committed Christian. If the post you are applying for is covered by this requirement as stated in the job description, please explain how you are able to fulfil this requirement. If the post is not covered by the GOR, Eden Gate requires all employees to work within its ethos & values. Please explain how you are able to do this. | | | | | |
| **POSITIVE ABOUT DISABILITY**  Eden Gate is positive about employing people with disabilities and will make reasonable adjustments to enable full participation in the selection process and in employment with us.  The following questions are designed to enable us to best support applicants with disabilities. | | | | | |
| **ADDITIONAL REQUIREMENTS** During our recruitment and selection procedures we endeavour to ensure that all candidates have a fair and equal opportunity to take part and be considered. To ensure that we can consider making reasonable adjustments where they may be required, please indicate if you need any assistance to attend the interview and take part in the wider recruitment and selection process. Do you have any medical condition or disability that you believe we should be aware of:  (a) In relation to adjustments you may need us to make to enable you to participate in the recruitment process (interviews and tests?)  Yes 🞎 No 🞎 (if yes, please give details)  (b) In relation to your employment and for which you may require support, modifications, adjustments, or special equipment to assist you in carrying out the duties of this post?  Yes 🞎 No 🞎 (if yes, please give details) Our decisions are based on an individual’s ability to perform within the role in question and as such, medical conditions, disabilities or any other personal information that is irrelevant to the role will be disregarded. | | | | | |
| ATTENDANCE Please note that where an offer of employment is made, it is our policy to ask all previous employers for detailed information on the applicant’s previous sickness absence record including dates and reasons.  **Where we find a pattern of frequent absence which is not related to a specific condition/serious illness or a disability, we would normally withdraw the offer of employment.**  Where absences have been the result of a disability we will make reasonable adjustments. | | | | | |
| **INTERVIEW AVAILABILITY**  Where we have specified a date(s) for interview, please can you confirm your availability  Yes 🞎 No 🞎  If no, please give details. | | | | | |
| PROBITY Are you a relative or spouse/partner/co-habitee of an Eden Gate employee  or member of Eden Gate’s Board of Trustees? Yes 🞎 No 🞎    Do you have any direct or indirect financial or personal interests related to Eden Gate?  Yes 🞎 No 🞎  Are you a guest / service user of Eden Gate? Yes 🞎 No 🞎  If you have answered **YES** to any of the above**, please provide details:** | | | | | |
| DO YOU REQUIRE A WORK PERMIT? | | Yes 🞎 | | | No 🞎 |
| If yes, please provide further details: | |  | | |  |
| REHABILITATION OF OFFENDERS ACT | | | | | | |
| In accordance with the spirit of the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure and Barring Service guidance, **Eden Gate will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.**   * For all Eden Gate posts involving the direct provision or management of services to our clients, spent and unspent convictions and police cautions which meet the following definitions **must be disclosed** by all applicants on the form below.   + - * Convictions that resulted in a custodial sentence (regardless of whether served)       * Where the individual has **more than one conviction** all convictions must be disclosed       * Cautions given **less than 6 years ago** (where individual **over 18** at the time of caution)       * Cautions given **less than 2 years ago** (where individual **under 18** at the time of caution)       * Convictions given **less than 11 years ago** (where individual **over 18** at the time of conviction)       * Convictions given **less than 5.5 years ago** (where individual **under 18** at the time of conviction)       * Cautions or convictions which relate to **sexual offending, violent offending and/or safeguarding** and appear on the DBS website: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> | | | | | | |
| * For all other posts, only unspent convictions must be declared.   This form will be confidential to the panel members and Human Resources staff, and the contents will be used in accordance with the provisions of the Data Protection Act 1998. If you are offered a post at Eden Gate that is exempt from the Rehabilitation of Offenders Act 1974, you will be asked to obtain a Disclosure and Barring Service Disclosure, and the job offer and/or any subsequent contract of employment will be subject to Eden Gate being satisfied with the contents of the Disclosure. Eden Gate complies with the DBS Code of Practice and a copy is available on request. | | | | | | |
| **Do you have any spent or unspent convictions, cautions, reprimands or warnings which meet the disclosure requirements outlined above?** 🞎 Yes 🞎 No If you have answer ‘Yes’ please give details including dates and sentences.(If you wish, you can tick ‘Yes’ above and send the details requested below in a Private & Confidential envelope directly Eden Gate 25 Hill Street Newport NP20 1LZ. If you do this, indicate below that you have sent details directly to us) | | | | | | |
| **Conviction (or Caution if relevant)** | | **Dates** | | | **Details of Sentence** | |
|  | |  | | | **DETAILS:**  **SPENT/UNSPENT** (Delete as appropriate) | |
|  | |  | | | **DETAILS:**  **SPENT/UNSPENT** (Delete as appropriate) | |
|  | |  | | | **DETAILS:**  **SPENT/UNSPENT** (Delete as appropriate) | |
| **Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?** | | | | | | |
| **It would be helpful if you could give us further details on any conviction(s) recorded above:** Continue on a separate sheet if necessary. | | | | | | |
| Data Protection I understand that any information provided by me on this form and in my application for a role with Eden Gate, will be processed in line with Eden Gate’s Privacy Notice. I confirm that I have been supplied with a copy of the Privacy Notice and I understand that:   * the personal data that I provide will only be retained while the recruitment process I have applied to take part in is ongoing and that it will be disposed once no longer relevant. * during this time my data will be stored securely.   I give my consent for the data I have provided to be processed as required during the recruitment process, in accordance with the Privacy Notice, and understand that I can withdraw this consent at any time by contacting H. Philpott (Chairman, Eden Gate). I also understand that I can contact H. Philpott should I have any questions or concerns about the processing of my data. | | | | | | |
| **Signed/Typed by:** | | | | **Date:** | | |
| DECLARATIONThe details given on this application are correct to my knowledge and belief.I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment. Such information includes details relating to my health and to any criminal record. | | | | | | |
| **Signed/Typed by:** | | | | **Date:** | | |

# APPLICATION GUIDELINES

Please read through the following guidelines, which will help you to complete your application

## If you choose to fill in the Application Form:

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes. Always proof read before you send it.
* **If applying for several jobs, please address each point in Sections the person specification separately because none of the person specs are the same. You may photocopy Part 1 of the application form but please remember to indicate the relevant job title and ref no.**

### If you choose to submit a CV with a covering letter

* In addition to your covering letter (which should address each point in Sections 1 & 2 of the person specification), you must still complete and return Part 2 of the Application Form.

**If you require acknowledgement of your application please follow the instructions below and note that unless you do this we cannot acknowledge receipt of your application:**

* If e-mailing you must activate a read receipt from your email account.
* If sending by post you must enclose a stamped addressed envelope.

**Please note, Eden Gate welcomes applications from diverse candidates.**

* Criminal records will be taken into account for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily bar a candidate from employment; this will depend on the circumstances and background of the offence(s) in relation to the particular requirements of the job.

**In all cases:**

* Type or write clearly in black/blue ink
* **Please e-mail or post your application only to the addresses indicated on the application form.**
* Ensure you clearly state the **correct** **job title and/or reference number** (either on the application form or your covering letter). **Where these do not tally we may discard your application.**
* Within’ Previous Employment’ section, always state why you have left a position. This may be checked.
* Always explain any gaps in work history e.g. travelling, maternity leave, periods of homelessness – we would like you explain gaps so that unfounded assumptions won’t be made. Eden Gate recognises that personal experience of homelessness can make a very valuable contribution to our services.
* Where qualifications are essential criteria for a post this will be stated in the Person Specification and proof of qualifications and membership of professional bodies will be asked for when we take up references.
* **When completing the ‘Why this post?’ section** of the application form or completing your CV and covering letter (which should address each point of the person spec), consider the following:
* Applications will be assessed from the information you provide. Therefore, you need to **clearly demonstrate your capabilities in relation to each of the criteria listed in the person specification**, taking in to account the job you are applying for.
* It is essential that **evidence or examples** are given of your experience against each appointment criteria. For example it is easy to say you have had to liaise with clients to identify and respond to their needs; it is more effective to give examples of how you have used these skills and what you have achieved. **If you have had experience of homelessness you can use this to support the information provided.**
* We look for people with **potential and transferable skills** rather than people have worked in the same role or level before. If you are coming from a different background, demonstrate how your skills are transferable to the role you are applying for.
* Use **clear, concise sentences**.
* Don’t make false claims, **honesty** is always the best policy.
* Explain **why you are interested** in working for Eden Gate in this job.
* **Ensure you return your application in good time of the closing date – aim for at least, a couple of days before the deadline to allow for postal delays.**