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| Please download this file in Word before filling it in.  When completed, please email the form **and your CV** to:  paula.fairbrother@havenproject.org.uk |

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| **CONFIDENTIAL APPLICATION FOR EMPLOYMENT** |

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| Post applied for *(i.e.26 hrs /19.5 hrs /both)* |  |
| How did you become aware of this vacancy? |  |

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| **1) PERSONAL DETAILS** | | | | | | | | | |
|  |  | | | |  | | |  | |
| Surname: |  | | | | First Name(s): | | |  | |
|  | | |  | | | | | | |
| Home Address: |  | | | | | | | | |
|  | | | | | Postcode: | |  | | |
| Telephone: |  | | | | Email: | |  | | |
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| **2) EMPLOYMENT** | | | | | | | |
| **PRESENT / MOST RECENT POSITION:** | | | | | | | |
| Employer: |  | | | Type of Organisation: | |  | |
| Job Title: |  | | | Salary: |  | Start date: |  |
| Are you still employed: | | YES/NO | If yes, notice required: | |  | | |
| If no, date ended: | |  | Reasons for leaving: | |  | | |

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| How many days sickness have you had in the past 2 years | | days |
| details: |  | |

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| **3) SUPPORTING STATEMENT** |
| Please give a brief account of a time in either your professional or personal life when you provided support for someone who was in significant emotional distress. Describe what you did, how your understanding of what they needed shaped your actions, and how you managed the emotional impact of the experience on you. (*Please ensure anonymity by removing or changing all names and identifying details in your account*) |
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| **4) FAITH** |
| As a Christian organisation, the Haven Project requires its employees to uphold the organisation’s Christian ethos. Please comment on how this requirement fits with your own values: |
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| **5) REFERENCES** | | | | |
| Please submit 2 referees, at least 1 of which must be from an employer | | | | |
| Present/most recent employer: May we approach your employer before interview? | | | | YES/NO |
| Name & title: |  | | | |
| Organisation Address: |  | | | |
|  | | Postcode: |  | |
| Telephone No: |  |  |  | |
| Email address: |  | | | |
| Personal Reference of at least 2/3 years standing: | | | | |
| Name & relationship to you: |  | | | |
| Address: |  | | | |
|  | | Postcode: |  | |
| Telephone No: |  |  |  | |

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| **6) DECLARATIONS** | | | | | |
| **•** | **Do you have the legal right to work in the UK? YES/NO** | | |  | |
| **•** | **I give express permission for the personal data on this form to be held and processed by the Haven Project** | | | | |
| **•** | **I confirm that the information given on this form is correct and any misleading or falsification of information may be proper cause for rejection or, if employed, cause for dismissal.** | | | | |
| **•** | **I authorise the Haven Project to obtain references to support this application and accept and release Haven and referees from liability caused by giving and receiving information** | | | | |
| **•** | **I understand that an enhanced DBS disclosure check will be undertaken for the successful candidate.** | | | | |
|  | |  | **Date** | |  |

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| For any questions regarding the application form please contact Paula Fairbrother | paula.fairbrother@havenproject.org.uk |

**Thank you for taking the time to fill in this application.**