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| **JOB APPLICATION FORM** Application Form No. | |  |
| 1. POSITION APPLIED FOR: | RETURN TO:  Headwise Limited  Innovation Centre  2 Devon Way  Birmingham  B31 2TS  Tel: 0121 222 5342 [dbrophy@headwise.org.uk](mailto:dbrophy@headwise.org.uk)  Closing Date: | |
| 2. PERSONAL DETAILS (In block capitals please) | | |
| Last Name:  First Name (s)  Preferred Title:  Dr  Mr  Mrs  Miss  Ms  Other (Please specify) | Address 1    Address 2  Address 3  Town       Postcode:  Tel No. Home:       Mobile:    Email: | |
| CURRENT OR MOST RECENT EMPLOYER | | |
| Name of employer:  Employer address:  Tel Number: | | |
| Position held, and brief outline of duties: | | |
| Date started current or most recent employment:  Date left employment (where applicable):  Salary/Grade:  Notice period required: | | |

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| **PREVIOUS EMPLOYMENT** Please give details of employment (paid or unpaid) over the last 5 years  **Please give most recent first** | | | | | | | |
| Name and address of employer, and nature of business if not NHS | | Date of Employment | | | | Position Held | Reason for Leaving |
| From | To | | |
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| **EDUCATION** | Please give details of all qualifications obtained, along with grade and date achieved.  **Please give most recent first** | | | | | | |
| Name and address of School/College/Institute/University | | Dates | | | Course details and exam results | | Date obtained |
| From | To | |
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| **PROFESSIONAL QUALIFICATIONS**  (Held or being studied for) | | | | | | | |
| Professional Body  College/Institute/University | | Date | | | Course details and exam results | | Date obtained |
| From | To | |
|  | |  |  | |  | |  |
| SPECIALISED TRAINING OR COURSE ATTENDED | | | | | | | |
| Course taken | | Organised by | | | Location | | Date |
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| SUPPORTING INFORMATION | | | | | | | |
| Please give concise account of any relevant further information to support your application.  This may include details of:   * Responsibilities, achievements, experience, or skills gained in your current or previous employment * What attracts you to this post * What contribution you could make to this post * Details of any leisure or voluntary activities, which may be relevant to support your application.   (To continue on a separate page if necessary)    Please disclose a relationship you may have to anyone already employed by Headwise Limited  Name:       Relationship: | | | | | | | |
| **REFERENCES – Please give details of two referees**  One **must be** your current or most recent employer or universityl/college, if a student | | | | | | | |
| Name:  Position:  Organisation:  Address:        Telephone number:  Relationship:  May we contact this referee before interview?  Yes  No | | | | Name:  Position:  Organisation:  Address:        Telephone number:  Relationship:  May we contact this referee before interview?  Yes  No | | | |
| **GENERAL INFORMATION** | | | | | | | |
| Do you hold a current full driving licence? **Yes**  **No**  Do you own / have access to a car for work purposes? **Yes  No**  Please give details of any penalty points:  Are you a citizen of a country currently within the EU? **Yes  No**  If not, do you require a work permit? **Yes  No**  Please indicate the number of days sickness/absence you have had from work during the last two years:  On how many occasion did these days of sickness/absence occur? | | | | | | | |
| **CRIMINAL CONVICTIONS** | | | | | | | |
| Because of the nature of the work in the organisation, this post is exempt from the provisions of Section 4(2) of the Rehabilitations of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Therefore all applicants must tell us about sentences or convictions that for other purposes would be considered to be ‘spent’ under the provisions of the Act. In the vent of employment, any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.  In addition, staff who are in jobs where they have substantial access to children, or adults up to the age of 18 who may be at risk, will be required to undergo a Criminal Records Bureau check into their backgrounds, in accordance with the ROA (Exemptions) (Amendment) Order 1986.  Do you have any criminal records to declare? **Yes  No**  This includes: sentence, bind-over, caution, discharge, probation, conviction.  Are there any current criminal proceedings against you? **Yes  No**  If you have answered YES to either of these two questions, please give details on a separate sheet.  Any information given will be treated in complete confidence by the Appointing Manager. | | | | | | | |
| **DECLARATIONS** | | | | | | | |
| I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.  Signed:       Date: | | | | | | | |

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| **GUIDANCE NOTES TO APPLICANTS ON COMPLETING THE APPLICATION FORM** |
| Please read these notes before completing the application form.  Please note that the application form provides all the information that will be used to determine whether you will receive an interview. As a result, please take time and care when completing your application form to ensure that it properly reflects your skills and ability.  1. This application form should be completed in **blank ink** or **type**, so that the form may be easily photocopied.  2. You can send a CV but to ensure equality of the information provided all applicants are requested to complete an application form.  3. Please complete all sections of the application form thoroughly. If a section of the form is not relevant or does not apply to you, please state on the form, for example ‘N/A’ (Not Applicable)  4. In the sections regarding current and previous employment and education qualifications, please be factual and accurate.  5. In the section for ‘Supporting Information’, you may give whatever information you wish. However this should be relevant to the job for which you are applying. With the application form you will also have received Person Specification. This will describe essential skills and experience you will require to undertake the duties as stated in the Job Description. The Person Specification and Job Description will help you decide what further information you could give to support your application.  6. To ensure our Equalities policy is monitored, all applicants are asked to complete the Equal Opportunities Monitoring Information Form, giving further personal details about yourself. This information will be detached from the application before shortlisting. It will be treated confidentially and will be used for monitoring purposes only.  7. If you are unhappy about any section of the recruitment process, you may complain in writing to the Director of Headwise Ltd. We audit our recruitment practices on a regular basis.  8. Applicants are requested to give the names of two referees. One of these must be your current or most recent employer and the names person should be your immediate manager or supervisor. If you have not been employed before, or have been out of employment for a long time, you should give the name of someone who knows you sufficiently well to comment on your ability to do the job.  9. When completed, please read through your application form and ensure that there are no errors or omissions.  10. Please ensure that the completed application form reaches us no later than 5.00 pm on the closing date stated. If your form arrives later than that time it will not be considered.  11. All information contained in this application form will be treated confidentially, and only information relevant to the post will be considered for the purpose of selecting the most suitable applicant. |