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| **IN CONFIDENCE**  **PLEASE INCLUDE CV** |  |  | |
|  | Role Title |  |
| Date of Application |  |
| How did you hear about us? |  |

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| **1. Personal Information**   |  | | --- | | Forename |  |  | | --- | | Permanent address including postcode | | |  | | --- | | Family name |  |  | | --- | | Known as |  |  | | --- | | Tel. home |  |  | | --- | | Mobile |  |  | | --- | | Email | |

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| **2. Skills and Experience**  Please can you outline your skills and experience relevant to the post you have applied for?  In Your CV please include reasons for all employments gaps, alternatively, you can outline them in this section. |

If space is insufficient, please attach a separate sheet

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| **3.** **Interest in role**  **Please explain your interest in this role** |
| **4. Miscellaneous (any further note you would like to add/inform of)** |
| **5. Medical Fitness (do you have any medical conditions that may impact on the role) If yes, please describe:** |
| Please be aware that we will require you to have suitable business use insurance in place if you use a car as part of your role. Please contact us for more details.  **Before commencing this role you will also be required to sign a confidentiality agreement ensuring the safety and confidentiality of all the clients who access the organisation’s services.** |
| **6. Disability**  Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.  Are you applying under the ‘two ticks’ symbol YES/NO  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 on the website.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

If space is insufficient, please attach a separate sheet

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| **6. Rehabilitation of Offenders**  Surrey County Council recognises the contribution that ex-offenders can make as workers and volunteers and so welcomes applications from them. The role 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 convicted of an offence in any criminal proceeding in any court in any country? (For motoring offences, please answer ‘Yes’ only if it resulted in disqualification).  YES/NO  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?  YES/NO  Have you ever been convicted of any offences under the 1958 Adoption Act as amended by the 1975 Children’s Act?  YES/NO  Have you ever been found guilty of violence, cruel, indecent or dishonest behaviour in any serious disciplinary proceedings?  YES/NO  Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with, young people or vulnerable adults?  YES/NO  If you have answered ‘yes’ to any of these questions please give full details, continuing on a separate sheet if necessary. | |
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| **7. References**  Please give the names and addresses of two referees who can comment on your skills and abilities for this position. If you are or  have been employed, please ensure that one of them is your current or past employer. In any case the referee must be  someone who has known you in a professional capacity, i.e. teacher, lecturer, doctor, etc. - family members are not acceptable. References will be taken up as soon as possible and a selection will depend upon receipt of satisfactory references. | |
| |  | | --- | | Name |  |  | | --- | | Address |  |  | | --- | | Telephone No. |  |  | | --- | | Email |  |  | | --- | | How did you know him/her |  |  | | --- | | When may we take up the reference? | | |  | | --- | | Name |      |  | | --- | | Address |  |  | | --- | | Telephone No. |  |  | | --- | | Email |  |  | | --- | | How did you know him/her |  |  | | --- | | When may we take up the reference? | |

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| **8. Declaration**  If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. Please be aware that the provision of false information may result in your application not being considered or deselection from the role.  I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the organisation may decline my application without giving reason.  **Data Protection**  By submitting this form I confirm that I consent to the organisations recording and processing the information detailed in this application form. I understand that this information may be used by the organisation in pursuance of its business purposes and my consent is conditional upon the complying with their obligations under the Data Protection Act 1998. (I confirm the information contained in this application form is correct).  Signed: Date: |  |
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| **Once complete please forward your application form and CV directly to: recruit@elysianuk.org**  **Please ensure you verify/account for all employment gaps in your CV. If they are not verified in the CV provided, please include and additional note with time accounts and reasons for employment gaps for safeguarding purposes** |