| **APPLICATION FORM** |
| --- |

*Space offers reasonable adjustments to help applicants complete this form. Please contact us on the details below if you wish to discuss this further.*

| **POSITION APPLIED FOR :**  **VACANCY NUMBER:** | DYS… |
| --- | --- |

| **PERSONAL DETAILS** | |
| --- | --- |
| Forename(s): | Address: |
| Known as: |
| Surname: |
| Tel No: | Post Code: |
| Mobile No: | Email Address: |
| National Insurance Number: | |

| **EDUCATION AND TRAINING** | | |
| --- | --- | --- |
| Please provide all qualifications from school through to college and university or any other relevant training courses: | | |
| **Dates (from – to)** | **School, College, University, Place of Learning** | **Qualifications, Educational & Professional (Please give details)** |
|  |  |  |

| **PRESENT OR MOST RECENT EMPLOYMENT/ROLE** | |
| --- | --- |
| Job Title: | Name and Address of Employer: |
| Salary: |
| Date started in role: |
| Notice period: |

| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE / VOLUNTEERING** | | | |
| --- | --- | --- | --- |
| **Dates (from – to)** | **Name & Address of Employer** | **Position Held** | **Reason**  **For leaving** |
|  |  |  |  |

| **SUPPORTING STATEMENT** |
| --- |
| Please describe below how your skills, knowledge, experience and personal qualities relate to the job requirements, as outlined in the job description and person specification. **(Maximum 2 sides of A4)** |
|  |

| **INTERESTS** |
| --- |
| Please give details of any hobbies, interests or societies in which you have played an active part. |
|  |

| **REFERENCES** | |
| --- | --- |
| Please provide references dating back three years. One of which should be your present or most recent employer. If you have more than two references, please add this at the end of the form or email [recruitment@spacepsm.org](mailto:recruitment@spacepsm.org) Internal applicants need not complete this section. | |
| Name: | Name: |
| Organisation: | Organisation: |
| Position Held: | Position Held: |
| Address: | Address: |
| Post code: | Post code: |
| Telephone No: | Telephone No: |
| E-mail: | E-mail: |
| In what capacity have you known this person?  Please provide the dates during which you have known this person: | In what capacity have you known this person?  Please provide the dates during which you have known this person: |
| **We usually request references once a job offer has been made and accepted verbally. Are you happy to give consent for us to proceed with this?** | |

| **ADDITIONAL INFORMATION** | |
| --- | --- |
| * Do you have a full and current driving licence? * Do you have a car available for your use at work? * Are you related to any member of staff/trustees of the organisation? * Are you known to any young people accessing our services? * Are there any restrictions in your right to undertake employment in the UK? | Yes/no  Yes/no  Yes/no - if yes, please give name and relationship:  Yes/no - if yes, in what capacity?:  Yes/no – if yes, please give details: |

| **I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the organisation under the Data**  **Protection Act and GDPR. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.** | |
| --- | --- |
| Signed: | Date: |

# **Monitoring form: private and confidential (data will be anonymised)**

| **THIS INFORMATION IS FOR MONITORING PURPOSE ONLY AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS** | |
| --- | --- |
| Space is actively committed to embracing diversity. Part of this involves ensuring that the organisation’s recruitment and selection practices are fair, equitable and consistent with the aim of appointing the best person for the job and fulfilling statutory duties relevant to equality in employment. | |
| To make equal opportunities meaningful, it is essential that Space monitors the effectiveness of its recruitment process. All the information will be anonymised prior to analysis by HR and treated in the strictest confidence. The information will not be made available to any employees involved in the selection process. **If you are happy to consent to us processing your data in this way, please complete the below form:**  If you would like to see our Privacy Notice for Job Applicants please contact **recruitment@spacepsm.org** | |
| Post applied for: | |
| Date of birth: | |
| Where did you find out about this vacancy? (if 'internet' please specify which website): | |
| How would you describe your ethnic origin?   1. Asian [ ] 2. Asian British [ ] 3. Black [ ] 4. Black African [ ] 5. Black Afro-Caribbean [ ] 6. Black other *(please specify)* [ ] : 7. Mixed Ethnic Group [ ] 8. White British [ ] 9. White Other [ ] 10. Other Ethnic Group *(please specify)* [ ] : | How would you describe your sexual orientation?   1. Heterosexual [ ] 2. Lesbian / Gay [ ] 3. Bi-sexual [ ] 4. Asexual [ ] 5. Other [ ] 6. Prefer not to answer [ ] |
| How would you describe your gender?   1. Male [ ] 2. Female [ ] 3. Non-binary [ ] 4. Trans [ ] 5. Gender Variant [ ] 6. Other [ ] | What is your religion or belief?   1. No Religion or belief [ ] 2. Buddhist [ ] 3. Christian [ ] 4. Hindu [ ] 5. Jewish [ ] 6. Muslim [ ] 7. Prefer not to say [ ] 8. Other *(please specify)* [ ]: |
| Do you consider yourself disabled? YES [ ] NO [ ] I DO NOT WISH TO DISCLOSE [ ]  We are committed to interviewing people with a disability who meet the essential criteria of the person specification. Please let us know if you require any reasonable adjustments in order to attend your interview.  Please give further information of your disability if you wish: ………………………………………………………………………………………………………………………...  Is there anything else you would like to make Space aware of? | |
| Do you have any unspent convictions or criminal cautions? Yes [ ] / No [ ]  If yes, please provide details here or contact recruitment@spacepsm.org if you would prefer to supply this information as a separate document:  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  It is an offence to apply for a role that involves engaging in regulated activity relevant to children and/or vulnerable adults if you are on the Barred List for such a role. As an employer we will be carrying out DBS Checks, which include Barred List Checks where appropriate for eligible roles. | |

**Once complete, please return this application form to our HR team on recruitment@spacepsm.org**