

**Application Form**

**Post applied for: Day Centre Manager**

Please complete every section of this form and remember to link your information to the Person Specification. Please use black ink or type your application. You can e-mail the form to us if you wish; however please ensure that we have received it and that we have done so in a readable format. This page, and the equal opportunities monitoring form, will be removed prior to shortlisting of applications.

**About You**

Surname

Other Names

Address

Telephone Number(s)

E mail

**Declaration**

“I agree that The Rainbow Centre may use the information provided in this application form for monitoring purposes. I agree that the Rainbow Centre may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. I also understand that if I am successful I will need to undertake an enhanced criminal record check with the Disclosure and Barring Service. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.”

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| For electronically submitted forms, you will be asked to sign if invited to interview.  **Signed Date** |

**Why do You Wish to Work for The Rainbow Centre?**

Please explain your motivation for applying for the role and why you wish to work for The Rainbow Centre

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| You do not need to fill the whole page if you do not need to |

**Work and/or Voluntary Experience**

Please list any previous jobs you have had, beginning with the most recent, and any voluntary work you have done which you feel is relevant to this application.   
Please use additional sheets as necessary.

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| --- | --- | --- | --- |
| **Dates**  **from/to** | **Job title & employer’s name and address** | **Key responsibilities** | **Salary on leaving** |
|  |  |  |  |

**Skills and Knowledge**

Please provide evidence of your skills and knowledge capabilities against EACH of the points in the person specification. Please structure your example using bullet points, providing specific examples from your professional and / or voluntary experience.

Please use additional sheets as necessary.

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| You do not need to fill the whole page if you do not need to  Please continue on next page if you need to |

**Qualifications**

Please tell us about any qualifications you have.

|  |  |  |
| --- | --- | --- |
| **School/college/other** | **Qualification Level** | **Subject** |
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If you wish, add any further information that you would like us to consider in support of your application. Use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process**.**

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| Please continue on next page if you need to |

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| You do not need to fill the whole page if you do not need to |

**References**

Please give us the names, addresses and telephone numbers of two people, including your current or latest employer who would be willing and able to be contacted to verify the information you have given and to let us know their assessment of your ability to carry out this job.

Please tick if you would like us to contact you first before we contact these references.

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| **Referee One** | **Referee Two** |
| Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO | Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO |

**Declarations of Criminal Record**

The nature of the duties the post holder will be expected to undertake means you are required at application stage to disclose details of criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Only relevant convictions/information will be taken into account. Please note that a criminal record will not necessarily be a bar to obtaining a position. Any failure to disclose criminal convictions that are not “protected” could result in dismissal or disciplinary action by the organisation.

All information will be stored confidentially and separately from your personnel file and will be destroyed once a recruitment decision has been made. If you wish, you can separate this form from your application and post it marked Private & Confidential to

**Declaration of a Criminal Record Form**

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| --- | --- | --- | --- |
| Your Name |  | | |
| Role you are applying for: | | | |
| ***‘Have you ever pleaded guilty, been convicted, or cautioned by a police officer for any criminal offence?*** | | Yes  No | |
| If yes, please give details of offences, penalties, disposal and dates. | | Approx. date | Court or Police Force dealing with offence |
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Please continue on a separate sheet if necessary

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| Where did you hear about the vacancy? |
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