

Application Form

Before completing this application form, please read our Privacy Notice which is available on our website <http://spaceinclusive.co.uk/privacy-policy/>

All sections of the form must be completed. CVs may be attached but will not be considered without this form being completed. If there is insufficient space for your answer to any question, please attach an additional sheet to the application form. Please type or write clearly in black ink.

Application for employment as (title of post): **Support Worker (full-time)**

Personal Details

Title (e.g., Mr, Mrs, Miss)	
Forename(s)	
Surname	
Previous names (if any)	
Current Address (including postcode)	
Telephone number(s)	
Email address	
Do you have the right to work in the UK? If no, please provide further details	Yes / No - <i>please delete as applicable</i>
How did you learn of this vacancy?	

Education and Qualifications

From GCSE (or equivalent) to degree level in chronological order

School/College/University	Qualifications gained/Courses attended

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

Employment

Name of current employer	
Address	
Job Title	
Current Salary	
Number of hours worked per week	
Date employment started	
Notice period	
Reasons for seeking other employment	
Please give details of your responsibilities in this post:	

Work Experience

Please list and describe your previous posts and/or voluntary work and/or relevant home responsibilities during the last ten years, commencing with the most recent. If necessary, continue on a separate sheet and attach this to your application form.

Name of Company/Employer	Dates (from and to)	Job Title and Duties	Reasons for Leaving

Please give details of, and provide an explanation for, any time when you were not either in employment or in full-time education.

Please note here any other employment that you would continue with if you were successful in your application.

Knowledge, skills, experience and achievements

Look carefully at the Person Specification then describe how your knowledge, skills, experience and achievements are relevant to this application. These may have been acquired through voluntary work, education, home life or hobbies, as well as work. Please give supporting evidence to demonstrate the statements you make.

Additional Information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g., knowledge of a foreign language, computer literacy, full driving licence, etc.)?

Have you made a previous application to this Company? If so, what was the position you applied for, and what was the outcome?

References

Please provide details of two referees, one of which should be from your current or previous employer. Please indicate if you do not want us to contact them before an offer is made.

Referee 1		Referee 2	
Name		Name	
Job Title		Job Title	
Address		Address	
Postcode		Postcode	
Email		Email	
Tel. No. (daytime)		Tel. No. (daytime)	
Relationship to you		Relationship to you	
Do you consent to us contacting your referee before an offer is made? Yes / No – <i>please delete as applicable</i>		Do you consent to us contacting your referee before an offer is made? Yes / No – <i>please delete as applicable</i>	

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants will be required to declare any cautions convictions, reprimands and final warnings that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Job offers will be subject to an Enhanced Disclosure and Barring Service with barred list check. Please note that it is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group (i.e., adults at risk, children or both).

For further information on filtering please refer to Nacro guidance and the DBS website.

Do you have any 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)?

Yes / No - *please delete as applicable*
Please do not give details at this stage.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. We rely on the lawful basis of legitimate interest and legal obligation to process the information provided by you in this form. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

Where your application is unsuccessful, we will confidentially destroy/delete your data six months after the end of the recruitment process. However, we may hold minimal information such as your name and contact details to allow us to consider you for any future suitable vacancies. If you do not wish to be considered for future vacancies, please let us know.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form, you agree to the processing of sensitive personal data as described in our Privacy Notice.

Declaration

I confirm that the information contained in this application form is correct and that any false or misleading information will give the Company the right to withdraw any employment offer or, where my employment has commenced, render me liable for dismissal without notice or pay in lieu of notice.

I understand that any offer of employment is subject to the Company being satisfied with the outcome of relevant employment checks including references, eligibility to work in the UK and, where appropriate, DBS checks.

I confirm that I have read Space Inclusive Ltd's Privacy Notice which details how the Company use the information I have provided.

Signature:

Date:

Please return the completed application to Claire Smith, Office Manager

Email: office@spaceinclusive.co.uk

Space Inclusive Ltd, 20 Pelham Road, Nottingham, NG5 1AP

Closing date for receipt of completed application forms: **Friday 14 May 2021 at 4pm**

If you are invited to attend an interview you will need to bring with you a form of photographic personal identification e.g., passport, a document confirming your current address, your Right to work in the UK documents, and evidence of your qualifications.