Application Form

Please complete all sections of this form to the best of your ability, if you consider a section irrelevant, please state ‘N/A’. Please do not remove or substitute information.

If we would like to progress your application further, you will be contacted to arrange the next steps. You may be required to provide references. If you have any queries, please get in contact with us at info@emergingfutures.org.uk or 0333 012 4714.

**Please note that although we actively encourage applications from people with lived experience of recovery, we only employ individuals who have been disengaged from treatment services for a minimum of 6 months.**

**Personal Details**

|  |  |
| --- | --- |
| Role applied for: |  |
| Surname |  | First Names |  |
| D.o.B |  |
| Address |  |
| Postcode |  |
| Telephone |  | Email |  |

**Education and Training**

|  |  |  |
| --- | --- | --- |
| **Subject, School (11+)**e.g. English | **Date achieved**e.g. July 2011 | **Grade achieved**e.g. Grade B, GCSE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Subject, College/University**e.g. Social Care | **Date achieved**e.g. June 2014 | **Qualification and grade achieved**e.g. Grade C, A Level |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Ongoing professional development** | **Date achieved** | **Qualification and grade achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Any trade, craft or other training

|  |  |
| --- | --- |
| **Trade/craft/training** | **Course details** (including nature/qualification gained) |
|  |  |
|  |  |
|  |  |
|  |  |

Qualifications currently being studied for

|  |  |
| --- | --- |
| **Qualification name** | **Course details** (including projected completion date/qualification gained) |
|  |  |
|  |  |

Any other notable skills

 **Employment history**

Please include your previous 10 years’ experience (paid or unpaid), with the most recent first.

|  |  |
| --- | --- |
| Name of present/most recent employer |  |
| Full address |  |
| Job title |  |
| Main duties |  |
| Key Achievements and successes |  |
| Employment dates | From | To |
| Rate of Pay |  |
| Reason for leaving |  |

**Previous employer**

|  |  |
| --- | --- |
| Name of previous employer |  |
| Full address |  |
| Job title |  |
| Main duties |  |
| Key Achievements and successes |  |
| Employment dates | From | To |
| Rate of Pay |  |
| Reason for leaving |  |

**Previous employer**

|  |  |
| --- | --- |
| Name of previous employer |  |
| Full address |  |
| Job title |  |
| Main duties |  |
| Key Achievements and successes |  |
| Employment dates | From | To |
| Rate of Pay |  |
| Reason for leaving |  |

 **Please continue your employment history on another sheet if necessary.**

**No approach will be made to your present employer before an offer of employment is made to you.**

 **Skills abilities and experience**

Please tell us why you applied for this role and demonstrate why you are the best person for this job, referencing to the job description and personal criteria. Please include any transferable skills you may have that will support your application. Please continue on a separate sheet if necessary.

 **Convictions/Disqualifications**

We need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from being offered a role; the decision will depend on the type of offence and its relevance to the role. Some roles will also require a criminal record check.

If you would like to discuss any convictions you may have, please use the contact details at the top of this application form. All information will be dealt with according to the Emerging Futures Confidentiality Policy.

A disclosure form is included in the application pack. If your application is successful please complete the form and bring this with you to your interview in a sealed envelope.

 **Adjustments/Arrangements for interview**

Is your partner or any member of your family employed by Emerging Futures? If yes, then please give details below.

## If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

## Please tell us if there are any dates when you will not be available for interview.

**Data Protection**

**Your details will be kept in accordance with the Data Protection Act 2018. The information you provide will remain confidential and secure, with access limited to only authorised staff in the organisation. Please cross the box below if you consent to Emerging Futures storing your information in accordance with the GDPR and Emerging Futures Confidentiality Policy (without consent we are unable to process your application).**

I consent to Emerging Futures storing my information in accordance with the GDPR and Emerging Futures Confidentiality Policy[ ]

**Declaration**

**I declare that the information given in this application is a true and complete statement. I understand that any offer of appointment and subsequent employment is subject to satisfactory references and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role (if stated in the role description). I accept that providing deliberately false or misleading information could result in my dismissal.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_