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***PRIVATE AND CONFIDENTIAL***

***Please complete in black ink or typescript***

***DO NOT ENCLOSE A C.V.***

Applicant Ref:

(Office use)

**Post applied for**:

**Name**:

**Address:**

**Telephone:** (Day) (Eve.)

**Email:**

**DISABILITY**

|  |
| --- |
| Down Syndrome Training & Support Ltd has a positive approach to the Disability Discrimination ACT (1995)Do you consider yourself to have a disability? Yes \ No Are there any arrangements you would like DST&S to make if you are interviewed?  Yes / No **NOTE:** It is our policy to interview all people with disabilities who meet the essential shortlisting requirements of the post. The Job Description and Person Specification show the requirements for the post. If you need further information or clarification on these job requirements please contact the address shown on the front page. |

**This page is removed prior to shortlisting**

Applicant Ref:

(Office use)

**EMPLOYMENT** (starting with your present or most recent post.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Post/summary of duties** | **Employers name & address** | **Dates** | **Reason for leaving** |
|  |  |  |  |

**Information in support of your application:**

*Detail your skills, knowledge and experience relevant to this position*

**When would you be able to start this job?**

Date:

**UNPAID WORK/ SPARE TIME INTERESTS**Please include in this section your membership of any groups, clubs or societies, and any particular role you have had in these organisations. Please tell us about any periods of time you have spent doing unpaid/voluntary work.

**QUALIFICATIONS**

Please state, with dates, any qualifications you have obtained.

|  |  |  |
| --- | --- | --- |
| **Qualification** | **School/Awarding Body**  | **Date** |
|  |  |  |

**EDUCATION**

We would be interested to hear about any subjects studied or courses you have attended (including in-service training), irrespective of whether or not they led to a qualification.

|  |  |  |
| --- | --- | --- |
| **Course** | **Institution/trainer** | **Date/s** |
|  |  |  |

**REFERENCES**

Please give the name and address of two referees who know you well enough to comment on your suitability for the post. At least one must be your present or most recent employer. If you have not been previously employed, give the name of a responsible person who you know well but is not a relative.

| **Referee Name & Job Title** | **Referee Details** | **May we approach them prior to interview?** |
| --- | --- | --- |
| 1.Relationship: | Address:Telephone No:Email: | Yes / No |
| 2.Relationship: | Address:Telephone No:Email: | Yes / No |

**OTHER IMPORTANT INFORMATION RELATING TO YOUR APPLICATION**

Are you eligible for employment in the UK? YES [ ]

 *(please tick)* NO [ ]

National Insurance Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event of you being offered the post, the appointment will be conditional upon receiving a successful enhanced Disclosure and Barring (DBS) check. This post involves working with children and vulnerable adults and so is exempt from the Rehabilitation of Offenders 9 (Exemptions) Act 1975 and offenses are not considered ‘spent’ and so must be declared.

**Please confirm that you are eligible to work with children or vulnerable adults** [ ]

Have you ever been convicted of a criminal offence? YES [ ]

 *(please tick)* NO [ ]

*If yes, please provide details:*

Privacy 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. 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 and to provide you with information about us or a third party via your payslip (where applicable). We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

If you are successful in obtaining a position with us, your information will be retained until six years after your employment ceases. If you are unsuccessful in obtaining a position, your information will be shredded after 6 months following an interview or closing date.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to 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 above), in accordance with our registration with the Information Commissioner.

**DECLARATION**

I declare that to the best of my knowledge and belief, all information that I have given in this application form are correct and true. Any false declarations or misleading statements will result in an immediate dismissal

***Signature: .......................................................***

***Date: .....................................***

***Please return to the Pamela Sunter Centre, 2 Whitley Street, Bingley, Bradford, BD16 4JH. Email:*** ***office@downsyndromebradford.co.uk***