

# Job Application Form

**\* Please remember to save this form as you complete it or any changes will be lost \***

Role you have applied for: .....

## 1. Personal Details

|               |  |
|---------------|--|
| Full name     |  |
| Date of birth |  |
| Address       |  |
| Postcode      |  |
| Phone number  |  |
| Email address |  |

|  |  |
|--|--|
| Are you related to any member of staff or trustee of Heathercombe Brake Trust, or to the partner of such persons?                                  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please state to whom and the nature of the relationship  |  |
| Please note that seeking support of any member of staff or trustee for your application, directly or indirectly, will disqualify your application. |  |

## 2. Education, Qualifications and Training (starting with most recent)

| University / College / School | Subject and Qualification | Grade |
|-------------------------------|---------------------------|-------|
|                               |                           |       |
|                               |                           |       |
|                               |                           |       |
|                               |                           |       |

Please tell us about any additional awards, qualifications or training you have undertaken :

### 3. Employment History

Please tell us about your past and current employment including any voluntary work (*please list most recent first*):

| Job title and description | Date from | Date to | Employer name and address | Reason for leaving |
|---------------------------|-----------|---------|---------------------------|--------------------|
|                           |           |         |                           |                    |
|                           |           |         |                           |                    |
|                           |           |         |                           |                    |
|                           |           |         |                           |                    |

### 4. Skills and Experience

Please tell us about any previous skills and experience relevant to the role you're applying for:

What personal attributes could you contribute to the role?

What experience (if any) do you have of working with children and young people?

Please tell us about your Christian journey so far:

## 5. Further Information

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you need permission to work in the UK?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you require any reasonable adjustments for the interview process?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please give details of any information that you feel would help us to accommodate your needs during your interview: |                              |                             |
|   |                              |                             |

### Rehabilitation of Offenders Act 1974

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: Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK [www.gov.uk](http://www.gov.uk).

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If you have answered yes to either question above, please summarise below:  |                              |                             |
|   |                              |                             |

## 6. References

Please provide details of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer.

| Referee 1   |  | Referee 2   |  |
|---|--|---|--|
| Full name   |  | Full name   |  |
| Relationship  |  | Relationship  |  |
| Phone number  |  | Phone number  |  |
| Address   |  | Address   |  |
| Email address   |  | Email address   |  |
| Please tick if you do not wish us to contact this referee prior to interview <input type="checkbox"/> |  | Please tick if you do not wish us to contact this referee prior to interview <input type="checkbox"/> |  |

## 7. Declaration

*I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate.*

*I understand that Heathercombe Brake Trust reserves the right to ask me to undergo a medical examination. I understand that my consent will be required under the Medical Rights Act 1998.*

*I understand that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a standard or enhanced disclosure as determined by the company. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.*

*I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice.*

*I understand that as part of Heathercombe Brake Trust's recruitment process, my data will be collected, processed and retained in accordance with the General Data Protection Regulation (GDPR) and as detailed in Heathercombe Brake Trust's Data Protection Policy.*

*I understand that my application may be retained for six months after the recruitment process ends unless I withdraw my consent. Should I be successful in employment my application will be retained until six years after my employment ends.*

Signed: ..... Date: .....

## Data Protection Act

All job applications will be stored adhering to GDPR requirements and our Privacy Notice. The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. Heatree treats personal data collected during the recruitment process in accordance with our Data Protection Policy. For our full Privacy Policy please contact us on [admin@heatree.org](mailto:admin@heatree.org)

## Submitting your Application

Please email your completed application form to: **jobs@heatree.org**

Alternatively you can post your application to: Heatree Activity Centre, Manaton, Devon, TQ13 9XE

Should you require more information about the post, please contact jobs@heatree.org or call 01647 221307.

CVs will not be accepted on their own as part of the application process.

Applications arriving past the closing date will only be considered at the company's discretion.

Heathercombe Brake Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles are subject to a DBS check at the appropriate level for the role and two satisfactory references.

Heathercombe Brake Trust has a commitment to be an Equal Opportunities Employer.