**Application Form**

Application From

**Job name/Volunteer role:**

**Job / Volunteer Reference Number:**

**GE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Diagram  Description automatically generated  **Your Personal Details** | | | | | | |
| Name7 | **Name:** | | | | | |
| Address Street | **Address:** | | | | | |
| Address Post Code | **Postcode:** | | | | | |
| Phone Number Mobile | **Home phone number:**  **Mobile phone number:** | | | | | |
| Email | **Email address:** | | | | | |
| National insurance card | **National Insurance number:** | | | | | |
| Text  Description automatically generated | **Driving Licence:**  Yes  No  **If yes:**  Car or  Motorbike  **Do you have a D1 Category (where you can drive over a 7.5-tonne vehicle) on your Driving Licence?**  Yes  No | | | | | |
| Christine 5 | **How did you hear about this job?** | | | | | |
| **Work / Voluntary Experience:** | | | | | | |
| Working hours 2 | **What work/volunteering are you doing now?**  **What work/volunteering have you done?** | | | | | |
| **Previous Jobs or Volunteering or other work:** | | | | | | |
| Place Workplace | **Previous Job/Volunteering/Other Work:**  **Company Name:**  **Dates:** | | | | | |
| Place Workplace | **Previous Job/Volunteering/Other Work:**  **Company Name:**  **Dates:** | | | | | |
| Place Workplace | **Previous Job/Volunteering/Other Work:**  **Company Name:**  **Dates:** | | | | | |
| **Your experience, qualifications and skills for the role** | | | | | | |
| Clipboard Good | **Why would you be good at this role?** | | | | | |
| CV 1 | **What is your previous experience (give examples)?** | | | | | |
| Read 5 | **­­­­­­­­­­­­­­­­­What knowledge do you have (please give examples)?** | | | | | |
| Co-Training 4 | **What skills do you have (give examples)?** | | | | | |
| Idea4 | **Anything else?** | | | | | |
| **You education, qualifications and training for the Role** | | | | | | |
| Certificate | **What Education, Qualifications or certificates do you have (relevant to role)?** | | | | | |
| Men in suits standing in front of a whiteboard  Description automatically generated with medium confidence | **What training have you had (relevant to role)?** | | | | | |
| Idea4 | **Anything else?** | | | | | |
| **Work Availability (please tick)** | | | | | | |
| Days |  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| **Morning** |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |
| Waiting months | **What is your notice period for where you work now?** | | | | | |
| **Other Information** | | | | | | |
| Reasonable AdjustmentsInterview PanelWheelchair sign | **Do you have a disability?\***  Yes  No  Prefer not to say  **If yes, then tell us if there are any things we need to put in place for you to do a recruitment activity:**  **What type of recruitment activity would you like?**  Online interview  In person interview  Interview with support staff or family member  Task or activity to complete  Trial Shift  **Other things you might want:**  Interview Questions in advance  Instructions for task or activity given in advance  Trial shift information given in advance  One-page profiles of team that will be recruiting you  Please note that if you have your skills and ability assessed by a task or trial shift, then you will still need to have an informal interview with the recruiting team.  Text  Description automatically generated with low confidence\*If you have a disability and meet all the essential minimum criteria on the job specification, we will offer you an interview. If you need support please let us know, by emailing: [recruitment@grace-eyre.org](mailto:recruitment@grace-eyre.org) | | | | | |
| Care Worker 1 | **Do you have a Support Worker?**  Yes  No  If you are happy for us to contact them, please tell us their:  **Name:**  **Address:**  **Telephone number:**  **Can we ask you Support Worker about your skills?**  Yes  No | | | | | |
| Choose support4 | **Do you know anyone who works, volunteers or is a trustee at Grace Eyre?**  Yes  No  **If yes, what is their name and how do you know them?**  Name:  How I know them: | | | | | |
| Clipboard bad | **In the last three years have you had any disciplinary action?**  Yes  No  If ‘yes’, please tell us about this: | | | | | |
| Law | **Do you have any criminal convictions or cautions?\***  Yes  No  If ‘yes’, please tell us about this:  \* This should include any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974 | | | | | |
| Stop abuse sign 2 | **Have you even been stopped from working with vulnerable adults?**  Yes  No  If ‘yes’, please tell us about this: | | | | | |
| Work Visa | **Do you have the right to work in the United Kingdom?**  Yes  No | | | | | |
| Vaccine Story A24 | **Are you fully vaccinated against COVID-19?**  Yes  No  Please note, we require all new staff to have had 2 vaccinations. | | | | | |
| Virus Shield | **Are you happy to follow all Grace Eyre’s COVID Guidelines when at work?**  Yes  No | | | | | |
| **References** | | | | | | |
| Kenny alice 1 | Please give us the names, addresses and phone numbers of 2 people who can tell us about you. One of them must be your current or last employer, or if you haven’t been employed before, a personal, or college reference. We will contact them. | | | | | |
| **First Contact** | | | | | | |
| Name7 | **Name:** | | | | | |
| ID Badge 1 | **Job Title:** | | | | | |
| Council Building | **Company:** | | | | | |
| Address Street | **Address:** | | | | | |
| Phone Number Mobile | **Phone Number:** | | | | | |
| Email | **Email Address:** | | | | | |
| **Second Contact** | | | | | | |
| Name7 | **Name:** | | | | | |
| ID Badge 1 | **Job Title:** | | | | | |
| Council Building | **Company:** | | | | | |
| Address Street | **Address:** | | | | | |
| Phone Number Mobile | **Phone Number:** | | | | | |
| Email | **Email Address:** | | | | | |
| **Declaration** | | | | | | |
| Signature | **Please read the statement below and sign the form only if you agree with it.**   1. Everything I have written in this form is true. 2. I understand that if anything I have written is not true, you won’t offer me the job/volunteer role. 3. If you find out later that something I said is untrue, I won’t be offered the job/volunteer role or I may be dismissed.   **Please sign here:**  **Date:** | | | | | |
| A picture containing road, outdoor, building, old  Description automatically generated | **Please return to Grace Eyre by post, email or by hand:**  Address: Grace Eyre, 36 Montefiore Road, Hove, BN3 6EP  Email: [recruitment@grace-eyre.org](mailto:recruitment@grace-eyre.org) | | | | | |