

## PRIVATE AND CONFIDENTIAL

Emmaus Oxford Employment Application Form

*Emmaus Oxford, 171 Oxford Road, Cowley, Oxford, OX4 2ES*

*Registered charity no. 1066618, Limited company no. 03422350 registered in England and Wales*

Please answer all the questions on this form in black ink or type, and either return it to the above address or, preferably email it to: **hannahhutchings@emmausoxford.org**

Make sure you have read the ***Job Description*** and ***Person Specification*** and the document entitled ***‘Details for applicants’***, before completing this form. It is important that you answer all the questions and we will not accept a CV instead of the application form. We are hoping that this form will help rather than hinder your application so if you need to expand a box or spread on to another page please do this. We would however like to encourage applicants to be clear and concise.

**Position applied for: Fundraising and Communications Officer**

##### **Personal Details**

Forename(s):

Surname: Title:

Address and Postcode:

Work Telephone. no (if applicable):

Home Telephone. no: Mobile Telephone no:

Email address:

May we, with discretion, phone you at work? Yes/No

Do you require a work permit? **Yes/No** (If Yes, do you have one?: **Yes/No**)

What is your national insurance [NI] number?:

Where did you see the post advertised?:

Why do you want this job?

***Please outline your reasons for applying for this post.***

**Present/Last Employer Details**

Please note that to qualify the successful applicant must be currently unemployed or under-employed.

Name and address of employer:

Position Held:

Date started:

Date finished (if applicable):

Final/most recent salary and benefits:

Notice required:

Please give a brief description of duties:

Reasons for leaving/wishing to leave:

**Previous Employment Details**

Please give details of your employment history, which can include voluntary work, excluding your present or last employment, starting with the most recent employment.

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| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Job Title and brief description of role** | **Dates (from and until)** | **Salary** | **Reasons for leaving** |
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### Relevant skills, experience, knowledge and disposition

Please show how you meet all the essential headings on the Person Specification (and any of the desirable ones that you do). We recommend listing the headings and responding to each in order you may need to use another sheet for this.

### Qualifications and Training

### List any qualifications and/or training you have taken or are about to take (most recent first).

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| --- | --- | --- | --- |
| Date | Type of Qualification/Training | Subject | Result |
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### Criminal Records & Rehabilitation of Offenders

This post is exempt from the **Rehabilitation of Offenders Act 1974** which means that all convictions (spent or unspent), cautions, reprimands and final warnings on your criminal record must be given here (and we will need to run an enhanced DBS [Disclosure and Barring service], formerly known as CRB, check on any successful applicants (with satisfactory results) before we can appoint them to the position.

Have you ever been convicted by the courts (spent or unspent), or cautioned, reprimanded or given a final warning by the police? **Yes/No**

If **Yes** please give full details of all offences, penalties and dates:

|  |
| --- |
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### If you have a criminal record and we believe this will have a bearing on the requirements of the post we will discuss the matter with you if you are short listed.

### Disability

Emmaus Oxford is committed to encouraging candidates with disability to apply for available positions and to have an equal chance of securing and undertaking employment with us if this is reasonably practicable.

Do you have a physical or mental impairment (including a mental health issue) which could have an adverse effect on your ability to carry out normal day to day activities, or to fulfil the role advertised, or for which special arrangements might need to be made? **Yes/No**

If **Yes** please specify the nature of the condition and any special arrangements that might need to be made either to enable you to attend interview (if you are short-listed) or to do the job (if you are appointed).

### Anything else?

### Is there anything else that you would like to tell us that you think might be relevant to the post?

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### Referees

Please give below the names, addresses and phone numbers of two referees who can comment on your suitability for this post. If you have been employed recently Referee 1 must be from your current or most recent employer.

**Referee 1**

Name:

Relationship to you:

Position

Address

Postcode

Email address

Tel no:

**Referee 2**

Name

Relationship to you

Position

Address

Postcode

Email address

Tel no:

### Do we have your permission to contact Referee 1? Yes/No

### Do we have your permission to contact Referee 2? Yes/No

**Declarations**

**Data Subject Consent Form**

I, , hereby grant Emmaus Oxford the right to process my personal data for the purpose/s of: The performance of an employment contract/ Payroll & expenses & performance management / Defending and exercising legal rights and Other legitimate business interests.

I understand that this data will be stored in paper form in a locked filing cabinet, in a secure office with restricted access and/or in a password protected folder on the Emmaus Oxford IT system.

I understand that I have the right to have access to data held and can request to view and correct it, should it be found to be incorrect.

Any queries or requests regarding Data Protection should be addressed with the Emmaus Oxford Data Coordinator- **EDDIE BLAZE – Chief Executive Officer - EMMAUS OXFORD**

**Print name of data subject:**

**Signed by data subject:**

**Date: / /**

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being offer employment with Emmaus Oxford, I will be required to complete a confidential declaration in respect of my state of health. I also understand that an Enhanced Disclosure (DBS check) will be sought in the event of an offer of employment being made and that appointment will be dependent on a satisfactory outcome to these checks together with references.

Signature: . Date: / / .

Emmaus may wish to hold your details on file for consideration for any future vacancies.

Are you happy for your application to be kept on file for 12 months? **Yes/No**

**Thank you for taking the time and trouble to complete this form and for your interest in Emmaus.**

  

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