**Emmaus UK Application Form**

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| **Section one:** Please complete fully. Our initial shortlisting process is anonymous so section one will be removed when your application is passed to the hiring manager. Section one will be looked at by the recruitment panel if you are invited for interview. | | | | | | | | | |
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| **Full Name:** | |  | | | | | | | |
| **Email address:** | |  | | | | | | | |
| **Phone Number:** | |  | | | | | | | |
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| **Long term conditions and disability:** | | | | | | | | | |
| Emmaus is positive about employing people with disabilities and will make reasonable adjustments to enable full participation in the selection process and in employment with us. The following questions are designed to enable us to best support applicants with disabilities.   1. **Do you have any medical condition or disability that you believe we should be aware of?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | | No | | | | |
| Details: | | | | | | | | | |
| 1. **Will you require support, modifications, adjustments, or special equipment as part of your employment to assist you in carrying out the duties of this post?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | | No | | | | |
| Details:   1. **Where did you see this post advertised?** | | | | | | | | | |
| **Attendance:** | | | | | | | | | |
| Please note that where an offer of employment is made, it is our policy to ask all previous employers for detailed information on the applicant’s previous sickness absence record including dates and reasons.  Where absences have been the result of a disability, we will make reasonable adjustments. Where we find a pattern of frequent absence which is not related to a specific condition/serious illness or a disability, we would normally withdraw the offer of employment. | | | | | | | | | |
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| **Attending an interview:** | | | | | | | | | |
| 1. **Are there any dates/times you would not be able to attend for an interview?** | | | | | | | | | |
| Details: | | | | | | | | | |
| **Relationships of note** | | | | | | | | | |
| 1. **Are you a relative or spouse/partner/co-habitee of an Emmaus employee?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | No | | | | | |
| Details: | | | | | | | | | |
| 1. **Do you have any direct or indirect financial or personal interests related to Emmaus?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | No | | | | | |
| Details: | | | | | | | | | |
| 1. **Are you a companion or client of Emmaus?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | No | | | | | |
| Details: | | | | | | | | | |
| **Additional information** | | | | | | | | | |
| 1. **Do you require a work permit?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | No | | | | | |
| Details: | | | | | | | | | |
| 1. **What is your current notice period?** | | | | | |  | | | |
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| **Rehabilitation of Offenders Act** | | | | | | | | | |
| In accordance with the spirit of the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure and Barring Service guidance, **Emmaus will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.**   * For all Emmaus posts involving the direct provision or management of services to our clients, spent and unspent convictions and police cautions which meet the following definitions **must be disclosed** by all applicants on the form below.   + - * Convictions that resulted in a custodial sentence (regardless of whether served)       * Where the individual has **more than one conviction** all convictions must be disclosed       * Cautions given **less than 6 years ago** (where individual **over 18** at the time of caution)       * Cautions given **less than 2 years ago** (where individual **under 18** at the time of caution)       * Convictions given **less than 11 years ago** (where individual **over 18** at the time of conviction)       * Convictions given **less than 5.5 years ago** (where individual **under 18** at the time of conviction)       * Cautions or convictions which relate to **sexual offending, violent offending and/or safeguarding** and appear on the DBS website: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> * For all other posts, only unspent convictions must be declared.   This form will be confidential to the HR team and interview panel, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.  If you are offered a post at Emmaus that is exempt from the Rehabilitation of Offenders Act 1974, you will be asked to obtain a Disclosure and Barring Service Disclosure, and the job offer and/or any subsequent contract of employment will be subject to Emmaus being satisfied with the contents of the Disclosure. **Emmaus complies with the DBS Code of Practice and a copy is available on request.** | | | | | | | | | |
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| 1. **Do you have any spent or unspent convictions, cautions, reprimands or warnings which meet the disclosure requirements outlined above?** | | | | | | | | | |
| Yes | | | | | No | | | | |
| If you have answered ‘Yes’ please give details including dates and sentences. Please insert new rows and continue if necessary. | | | | | | | | | |
| **Conviction (or Caution if relevant)** | | | **Dates** | | | | | **Details of sentence** | |
|  | | |  | | | | | **DETAILS:**  **SPENT/UNSPENT**  (Delete as appropriate) | |
|  | | |  | | | | | **DETAILS:**  **SPENT/UNSPENT**  (Delete as appropriate) | |
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| 1. **Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?** | | | | | | | | | |
| Yes (if yes, please give details below) | | | | | No | | | | |
| Details: | | | | | | | | | |
| 1. **References:** Please supply details of two referees, one of whom should be your current or most recent employer (if applicable). References must cover the last 3 years of employment. References will only be taken up where an offer is made. No appointment will be made until satisfactory references have been received. | | | | | | | | | |
| **Reference one:** | | | | | | | **Reference two:** | | |
| **Full name:** |  | | | | | | **Full name:** | |  |
| **Organisation:** |  | | | | | | **Organisation:** | |  |
| **Position:** |  | | | | | | **Position:** | |  |
| **Email address:** |  | | | | | | **Email address:** | |  |
| **Phone number:** |  | | | | | | **Phone number:** | |  |
| **Relationship to you:** |  | | | | | | **Relationship to you:** | |  |

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| **Section two:** Employment history | | | | |
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| 1. **Most recent/current employment** | | | | |
| **Name of employer:** |  | | **Location:** |  |
| **Start date:** |  | | **End date:** |  |
| **Job title:** | |  | | |
| **Description of duties:** | |  | | |
| **Reason for leaving:** | |  | | |
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| 1. **Relevant previous employment** | | | | |
| **Name of employer:** |  | | **Location:** |  |
| **Start date:** |  | | **End date:** |  |
| **Job title:** | |  | | |
| **Description of duties:** | |  | | |
| **Reason for leaving:** | |  | | |
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| 1. **Additional previous employment** | | | | |
| **Name of employer:** |  | | **Location:** |  |
| **Start date:** |  | | **End date:** |  |
| **Job title:** | |  | | |
| **Description of duties:** | |  | | |
| **Reason for leaving:** | |  | | |
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| 1. **Any other employment or voluntary experience you would like to tell us about?** | | | | |
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**Emmaus UK Application Form**

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| **Section three :** This section relates to your personal qualities and outlines your skills, knowledge and experience that make you an ideal candidate for the role. |
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| 1. **Why do you think we should hire you?** ( Please refer to the person specification for information on what we feel is essential for the role) |
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| 1. **Please provide details of your work experience to support your application.** (Desirable section from the person specification) |
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| 1. **Are there any other relevant skills, knowledge or characteristics you possess that you would like to inform us about?** |
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| 1. **Please use this space if you wish to provide any other relevant information to support your application** |
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| **Section four:** Education, qualifications and training | | | | | | |
| 1. Please include details of your education and qualifications including qualifications gained overseas. Please also list any training courses you have attended, especially courses relevant to the job which you have applied for. Please note you may be asked to provide evidence of your qualifications and training. | | | | | | |
| **Qualification/training course** | | | **Institution** | | | **Date achieved** |
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| 1. Please give details of any professional organisation or trade organisation of which you are a member including the level of your membership. | | | | | | |
| **Organisation** | | **Membership level** | | | **Date valid until** | |
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| **Declaration** | | | | | | |
| The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.  By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment. Such information includes details relating to my health and to any criminal record.  If your application is unsuccessful it will be kept for 6 months and then destroyed. | | | | | | |
| **Signature:** |  | | | **Date:** |  | |