**Inspired Community Enterprise Trust**

**Job Application Form**

**Position applied for**

|  |
| --- |
| Job Title |
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|  |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | Initial of First Name |  | |
| Address |  | NI Number |  | |
| Home Telephone |  | |
| Mobile Telephone |  | |
| Postcode |  | May we telephone you at work? | | Yes  No |
| Email |  | Do you hold a valid UK driving licence? | | Yes  No |

**Eligibility to work in the UK & Ireland:**

|  |  |
| --- | --- |
|  | |
| You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.  Please confirm which of the following you have: | |
| British Passport or UK birth certificate & letter | Certificate of registration / naturalisation as a British Citizen |
| Passport showing right to live & work in the UK | EEC passport or identity card plus required work registration letter |
| Non-European passport with relevant work visa | Any other document that supports your eligibility to work in the UK |

**Education & Training**

Secondary Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Level & Subject | Grade |  | Year | Level & Subject | Grade |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

University/college (please include current studies)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Institution Attended | Degree(s), Diploma(s) obtained | Date Awarded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Any other relevant qualifications and membership of professional bodies

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| --- | --- | --- |
| Qualification & Subject | Place Attended | Date Awarded |
|  |  |  |
|  |  |  |
| Please name professional bodies you hold a current membership for (such as SSSC, NMC etc) | Registration No | |
|  |  | |

Details of any other relevant training

|  |  |
| --- | --- |
| Course Title | Date Attended |
|  |  |

Present/most recent employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address | | | | |
|  | | | | |
| Telephone |  | Date of appointment |  | |
| Position held |  | Notice period required or date employment ended |  | |
| Position responsible to |  | Reason for leaving | | Salary |
|  | |  |
| Brief description of duties | | | | |
|  | | | | |

Previous employment

(Begin with most recent and include periods of unemployment.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (MMYY) | To (MMYY) | Employer | Position Held | Salary | Reason for Leaving |
|  |  |  |  |  |  |
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Other relevant information: Have you been subject to any formal investigations or disciplinary proceedings in the last 12 months of your current or most recent employer? Yes  No

If so please provide details:

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**Relevant Experience / Skills and Reasons for Applying for Post**

(Experience gained in paid and / or voluntary capacities is applicable to this section. Please give details. Please continue on a separate sheet if required )

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**Hobbies and Interests**

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ICET will guarantee you an Interview if you are disabled and meet the minimum criteria for the role

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| --- |
| Disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.  Please tick the relevant box  Do you consider yourself to be disabled |
| Yes  No |

|  |
| --- |
| Do you require any adjustments to be made for the interview? |
| Yes  No  If yes please tell us what adjustments you require for the interview |

**Referees**

ICET require 2 written employers’ references, where appropriate, prior to making an appointment. One must be from your present or most recent employer. Please inform your referees that we may be approaching them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current / Most recent employer | Previous employer | Other |
| Name |  |  |  |
| Job Title |  |  |  |
| Employer this relates to |  |  |  |
| Work address (inc postcode) |  |  |  |
| Telephone |  |  |  |
| Email |  |  |  |
| Unless stated here, it will be assumed that referees may be approached now. | | |  |

Please answer the following questions

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| --- |
| Are you a member of the Protecting Vulnerable Groups Scheme for regulated work? |
| Yes, my Scheme Membership Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and is in relation to regulated work with: Children  Protected adults both Children and Protected Adults  No, I am not a Scheme Member |

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the information I have given in the application is, to the best of my knowledge, complete and accurate and that false information, omissions or misleading statements may lead to any offer of employment being withdrawn or dismissal without notice.  I understand that disclosure information may be sought in the event of a successful application.  I understand and agree that data contained in this application, together with the information supplied by referees and/or relevant third parties, will be used and processed for recruitment purposes and that, if I become an employee, it will used for employment purposes.  Please contact us if you need this Application Form in an alternative format | | | |
| Signature: |  | Date: |  |

Please return your completed application forms along with the confidential disclosure

information and equality monitoring form to:

Recruitment Officer,

Inspired Community Enterprise Trust,

The Usual Place

Academy Street

Dumfries

DG1 1BZ