



Your Community Your Trust

## APPLICATION FORM

Position applied for:	
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The following information will be treated in the strictest confidence. Please return your completed application form to:

**HR Department, Sam's 131-132 Bevan Street East, Lowestoft, NR32 2AQ**  
or via email to: [hr@accessct.org](mailto:hr@accessct.org)

### Personal Details

Please complete this section in **BLOCK CAPITALS**

Title		Surname:		First Name(s):	
Address:					
Postcode:		Home No:			
Mobile No:		E-mail:			
National Insurance No:					

Full UK Driving License:	<input type="checkbox"/> Yes	Endorsements:	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
If <b>YES</b> , please provide further details (including dates):			

Are you involved in any activity which might limit your availability for work or working hours (e.g. local government)?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If <b>YES</b> , please provide details:	

Are you involved in any activity which might limit your availability for work or working hours (e.g. local government)?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If <b>YES</b> , please provide details:	
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Are you subject to any restrictions or covenants which might limit your working activities?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If <b>YES</b> , please provide details:	

Are you willing to work overtime and/or weekends if required?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Please provide details of any hours you would be unavailable for work:	
It is a criminal offence for barred individuals to apply to work with Children or Vulnerable Adults in a regulated activity. Are you on a barred list?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Have you any convictions including both spent and unspent convictions, or Police cautions, under the Rehabilitation of Offenders Act 1974? (A copy of the Trust's Equal Opportunity Policy and Disclosure and Disclosure Information Policy is enclosed. These reflect the DBS/Disclosure Scotland Codes of Practice)	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If <b>Yes</b> , please provide further details:	

Have you worked for this organisation before?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If <b>YES</b> , please provide further details:	
Have you applied for a position with this organisation before?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If you are related to a director, or have a relationship with a director or employee of the appointing organisation, please state the relationship:	
Do you require a Work Permit to be able to work in the UK?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

How much notice are you required to give by your current employer?	
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### Present/Last Employer

Are you employed at the present time?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Name of Present / Last Employer:			
Nature of Business:			
Address:			
Postcode:		Telephone No:	
E-mail:			

Job Title:			
Date Commenced:		Until:	
Brief Description of Duties:			
Reason for Leaving:			





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**Personal Statement:**

Applicants are requested to provide a personal statement outlining their reasons for applying for the post, highlighting relevant skills, knowledge and experience and any other pertinent information which will support their application. This statement should relate to the Job Description and Person Specification for the position.

## Supplementary Information:

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths etc.

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## References

Please provide the names of two people (one of which should be your present, or most recent, employer) whom we may approach for a reference. These should not include relatives or personal friends.

Can we approach your current employer before an offer of employment is made?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Contact Tel No:		Contact Tel No:	
E-mail:		E-mail:	

## Right to Work

What evidence are you able to provide of your right to work in the UK?

Please tick all that apply.

Passport	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
Proof of NI Number	<input type="checkbox"/>
Other (please specify)	





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**Declaration:**

**I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.**

**I understand that these details will be held in confidence by the Trust, for the purposes of ongoing personnel administration in compliance with the General Data Protection Regulations 2018. I undertake to notify the Trust immediately of any changes to the above details.**

**All data requested is required by us and is outlined within a Lawful Basis Statement which is available upon request. Your data is securely kept within strict guidelines and will not be shared unless we receive a lawful request or are required to so do in order to preserve life**

**Given the nature of the position I have applied for, I understand that any offer of employment will be subject to information on my criminal record being disclosed to *access community trust* by the Disclosure & Barring Service.**

**From 12 October 2009 under the terms of the Safeguarding Vulnerable Groups Act (2006), all positions involving regulated and certain controlled activity with children and vulnerable adults and which are carried out frequently, intensively or overnight will require an enhanced Disclosure & Barring Service (DBS) check. Where appropriate to the role, the DBS disclosure will include information against the Independent Safeguarding Authority barred lists for working with children and/or vulnerable adults.**

**If you are applying for a position involving regulated activity with children, and vulnerable adults and if you are currently working with children, we will approach your current employer to ask about disciplinary offences relating to children, including any which the penalty is 'time expired' and whether the applicant has been the subject of any child protection investigations.**

Signed:		Date:	
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