

# APPLICATION NOTES

Thank you for your interest in this post.

The decision on whether to invite you for interview will be made on the basis of the information you provide in your CV, cover letter, and this application form.

The notes below are designed to help you make the best of your application and to help us process it efficiently.

# ACCESS REQUIREMENTS

If you have any access requirements for interview, have any difficulties completing the form or require any further information, please contact:

**Tel:** 01273 89 40 40

**email:** [jobs@possabilitypeople.org.uk](mailto:jobs@possabilitypeople.org.uk)

# IN CONFIDENCE

|  |  |
| --- | --- |
| Post applied for: |  |
| Closing date: |  |
| Would you consider a Job-Share? | **YES / NO** (delete as applicable) |

# Personal details

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Preferred name / known as |  |
| Postal address |  |
| Email Address |  |
| Phone number |  |
|  |  |
| Where did you hear about this post? |  |
| Have you made any previous applications to Possability People?  If so, when and for which post? |  |
| When you would be able to take up the post if selected? |  |
| Are you able to attend the proposed interview date? |  |

# Previous employment (not already listed on your CV)

**Why are you asking me this?**

As part of our Safer Recruiting process, we need to know about all your previous employment, including roles not listed on your CV. This helps us identify if you’ve worked with young people or vulnerable adults, so we can take up the right references.

Please fill out the table below for any roles not already included in your CV:

|  |  |  |  |
| --- | --- | --- | --- |
| Job title | Employer name  and address or website | Involved with young people or vulnerable adults? (Yes / No) | Dates of employment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Continue adding rows if necessary.

# Rehabilitation of Offenders Act 1974

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are not entitled to withhold information when asked about convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

|  |  |
| --- | --- |
| Have you ever been found guilty of a criminal offence? | **YES / NO** (delete as applicable) |
| If yes, please give details: |  |

# Equality Act 2010

Possability People welcomes applications from disabled people. We guarantee an interview if you demonstrate you meet the essential criteria and have told us you are a disabled person. Under the [Equality Act](https://www.gov.uk/definition-of-disability-under-equality-act-2010) you are disabled if you have a physical or mental condition which is long-term (12 months or more) and has a substantial effect on your ability to do day to day activities.

Lots of people live with long term health conditions that meet the criteria set out in the equality act, without necessarily identifying themselves as disabled. You can find out more about the [definition of disability here](https://www.gov.uk/definition-of-disability-under-equality-act-2010) but it includes things like mental health conditions (such as depression, anxiety, bipolar disorder and so on) long term and/or fluctuating conditions (including the whole range of musculoskeletal conditions (MSK) epilepsy, diabetes, Cancer, MS and so on) as well as any form of impairment (sensory, mobility, cognitive, neurodiversity etc.).

|  |  |
| --- | --- |
| Do you identify as disabled? | **YES / NO** (delete as applicable) |
| Do you have any access requirements which might require the Possability People to make reasonable adjustments in order for you to attend interview? | **YES / NO** (delete as applicable) |
| If yes, please give brief details.  We may contact you to discuss these. |  |

# Asylum and Immigration Act

|  |  |
| --- | --- |
| Please provide your National Insurance Number |  |

If employed, we will ask you to produce an official document showing your name and National Insurance number (e.g. P45, pay slip, P60, NI card, letter from a Government agency or Ministry etc.) or one of the documents listed below prior to starting your employment.

If you are not able to give your National Insurance Number, do you have evidence of your entitlement to work in the United Kingdom? For example:

* a passport confirming that you are a British Citizen or that you are otherwise entitled to live and work in the UK;
* a birth certificate confirming birth in the UK or Republic of Ireland;
* a letter from the Home Office naming you and confirming that you are allowed to work.

|  |  |
| --- | --- |
| Do you have evidence of your entitlement to work in the United Kingdom? | **YES / NO** **/ NA** (delete as applicable) |

# Declaration

I declare that the information given in this application and on my CV and cover letter is correct to the best of my knowledge. I understand that, in the event of employment, I could be dismissed if I have deliberately given false information.

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Date |  |