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**PLEASE NOTE: The first 3 pages of the application form should be removed before circulating the application form for shortlisting.**

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## **APPLICATION FORM**

**Please read these notes carefully before you complete the application form.**

**Thank you for expressing interest in a post within Adavu. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form. We look forward to receiving your application.**

- You should also have received a copy of the job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

### **Data protection statement**

- *The information that you provide on this form will be used to process your application for employment. We process this information in line with our privacy policy that is attached.*
- *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
- *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our privacy policy that is attached.*

## 1. PERSONAL DETAILS – CONFIDENTIAL

This will be held by Adavu before circulating the application form for shortlisting. Items marked with \* must be completed.

<b>Post applied for:</b>	Support Caseworker	
<b>Reference No:</b>	n/a	
<b>Where did you hear about the post?</b>		
<b>Title:</b>		
<b>Surname:</b> (Block letters)		
<b>First names:</b>		
<b>Address:</b> (Block letters)		
<b>Post Code:</b>		
<b>Telephone number:</b>	Home:	
	Daytime:	
	Mobile:	
<b>E-mail address:</b>		
<b>National Insurance Number:</b>		

**WORK PERMIT\*:** Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Birmingham Methodist District can confirm any offer of appointment e.g. Passport or birth certificate.

Are there any restrictions on your right to work in the UK? Yes  No

If yes, please state restrictions and the expiry date of any permissions.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974?  Yes  No

If yes, please supply further details:

**EQUAL OPPORTUNITIES:**

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

## APPLICATION FORM

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	
<b>CLOSING DATE</b>	<b>Midnight Friday 8<sup>th</sup> November 2024</b>
<b>Please return the completed form to:</b>	<b>info@adavu.org.uk</b>

For Office Use Only	
<b>Date Received</b>	
<b>Application No</b>	
<b>Special needs at Interview</b>	
<b>Shortlisted</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Appointed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**1. EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.

<b>Name and Address of Employer</b>	<b>Position Held and Brief Description of Duties</b>	<b>From To Month/Year</b>	<b>Reason for Leaving</b>

Please note here any employment that you would continue with if you were successful in obtaining this role.

**2. EDUCATION AND TRAINING**

Please look at the **Essential and Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates.

<b>Qualification</b>	<b>Date Obtained</b>	<b>Grade and Membership Number (if applicable)</b>

### 3. PROVEN ABILITIES

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Proven Abilities section of the Person Specification.

### 4. SPECIAL KNOWLEDGE & SKILLS

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Special Knowledge and Skills section of the Person Specification.

**5. ANY OTHER REQUIREMENTS**

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Any Other Requirements section of the Person Specification.

**6. ADDITIONAL INFORMATION**

You are welcome to give additional information, which may be entered, in the space below.

## 7. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer.

1.

Name:

Position:

Organisation  
Name and Address:

Email:

Telephone:

2.

Name:

Position:

Organisation Name and Address:

Email:

Telephone:

3.

Name:

Position:

Organisation  
Name and Address:

Email:

Telephone:

It is our practice to approach referees of shortlisted candidates only.

**I give\*/do not give\* my consent to references being sought in conjunction with my application for employment.**

\*(delete as appropriate)

**8. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to Adavu being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).**

Signature:

Date:



