**APPLICATION FORM-Part 1 **

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| Please complete this form in black typescriptand return to [**danny.maher@ashfordplace.org.uk**](mailto:danny.maher@ashfordplace.org.uk) along with your **CV.**  For Guidance on completing this application form, see end. |

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| **Application for the role of** |  |
| **How did you find out about the role?** |  |

**PERSONAL DETAILS**

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| --- | --- |
| **Title** | Miss / Ms / Mrs / Mr / Dr **(circle as appropriate)** |
| **Forename (s)** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Telephone No. (Day)** |  |
| **Telephone No. (Evening)** |  |
| **National Insurance No.** |  |

**WHY THIS POST?**

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| **Please outline why you are interested in this post. Max 250 words.**  **(This section will automatically expand as you type your response)** |
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| **Address each item of the Person Specification for this role using examples from your professional / personal experience. Describe how your skills, knowledge and experience are applicable – and why you are the best candidate for the job.**  **Max 1200 words**  **(This section will automatically expand as you type your response)** |
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| **Please give details of any other skills, training or experience you feel is relevant to this role. Max 250 words.**  **(This section will automatically expand as you type your response)** |
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**CURRENT/MOST RECENT EMPLOYMENT**

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| --- | --- |
| **Name of Organisation** |  |
| **Job Title** |  |
| **Date of Appointment** |  |
| **Final/Current Salary** |  |
| **Notice Period** |  |
| **Reason for Leaving** |  |
| **Please give a brief outline of responsibilities Max 250 words.** | |
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**ELIGIBILITY**

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| **Under Section 8 of the Immigration Act, we are required to check that all employees are eligible to work within the UK. Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.** |

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| **LIST 1 (ONE DOCUMENT ONLY, NO DOCUMENT FROM LIST 2 A OR B)** | PLEASE CROSS |
| A British Citizen Passport |  |
| A passport or national identity card issued by a State which is a part to the EEAA (European Economic Area Agreement) or Switzerland, describing the holder as a national of that State. |  |
| A Home Office issued residence permit to a national from a State which is a party to the EEA or Switzerland. |  |
| A passport or other document endorsed and issued by the Home Office stating that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State party to the EEAA or Switzerland who is resident in the United Kingdom. |  |
| A passport or other travel document endorsed showing the holders entitlement to indefinite stay in the United Kingdom, or no restrictions on the length of stay. |  |
| A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit. |  |
| A Home Office issued Application Registration Card for the asylum seeker stating that the holder is permitted to take employment. |  |

**OR ALTERNATIVELY**

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| **LIST 2 – COMBINATION A.**  **Highlighted Document , PLUS ONE OTHER** | PLEASE CROSS |
| A document giving the person’s permanent National Insurance Number and name. This could be: P45, P60, National Insurance Card, or a letter from a Government Agency. |  |
| A full Birth Certificate issued in the United Kingdom, which **must** include the names of the holder’s parents. |  |
| A Channel islands, Isles of Man or Ireland issued Birth Certificate |  |
| A Registration or Naturalisation Certificate confirming the holder is a British Citizen |  |
| A Home Office issued letter to the holder confirming that the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay. |  |
| A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay. |  |
| A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering. |  |
| A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering. |  |

**OR ALTERNATIVELY**

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| **LIST 2 – COMBINATION B.**  **Highlighted Document , PLUS ONE OTHER** | PLEASE CROSS | |
| **Work Permit or other approval to take employment issued by Work Permits UK.** |  | |
| A passport or other travel document endorsed, showing the holders entitlement to stay in the United Kingdom and can take the work permit employment in question. |  | |
| A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and can take the work permit employment in question. |  | |
| **ADDITIONAL REQUIREMENTS DURING RECRUIMENT**  **Do you have any additional needs for which we can make adjustments during the recruitment process?**  Yes / No **(delete as appropriate)** | |
| **If yes, please highlight any particular arrangements that can be made on your behalf to enable you to attend the interview and tests, and to help you do the job if appointed:**  **Are there any dates you would not be able to attend for interview?**  **If you are currently in employment please advise the notice period required to current employer.** | |
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**REFERENCES**

**Please give details of two referees. One should be your current or last employer. References will only be taken up for successful candidates.**

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| **REFERENCE 1** | |
| **Full Name** |  |
| **Position/Job Title** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Capacity in which they know you** |  |

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| **REFERENCE 2** | | | |
| **Full Name** |  | | |
| **Position/Job Title** |  | | |
| **Organisation** |  | | |
| **Address** |  | | |
| **Telephone Number** |  | | |
| **Email Address** |  | | |
| **Capacity in which they know you** |  | | |
| DECLARATIONThe 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 **(When sending this form electronically, type your full name in the space in place of your signature)** | | |
| Signature: | | Date: |

##### PLEASE NOW GO ON TO COMPLETE APPLICATION FORM (PART 2) – ADDITIONAL DETAILS

# APPLICATION GUIDELINES

Please read through the following guidelines, which will help you to complete your application

## If you choose to fill in the Application Form:

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes. Always proof read before you send it.
* Ensure that you send all of the necessary documents on one email, or your application could be considered incomplete.

**If you require acknowledgement of your application please follow the instructions below and note that unless you do this we cannot acknowledge receipt of your application:**

* If e-mailing you must activate a read receipt from your email account.

**Please note, Ashford Place welcomes applications from diverse candidates.**

* Criminal records will be taken into account for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily bar a candidate from employment; this will depend on the circumstances and background of the offence(s) in relation to the particular requirements of the job.

**In all cases:**

* Type clearly in black
* Please e-mail your application only to the addresses indicated on the application form.
* Where qualifications are essential criteria for a post this will be stated in the Person Specification and proof of qualifications and membership of professional bodies will be asked for when we take up references.
* **When completing the ‘Why this post?’ section** of the application consider the following:
* Applications will be assessed from the information you provide. Therefore you need to clearly demonstrate your capabilities in relation to each of the criteria listed in the person specification, taking in to account the job you are applying for.
* It is essential that evidence or examples are given of your experience against each appointment criteria. For example it is easy to say you have had to liaise with clients to identify and respond to their needs; it is more effective to give examples of how you have used these skills and what you have achieved. If you have had experience of homelessness you can use this to support the information provided.
* We look for people with potential and transferable skills rather than people who have worked in the same role or level before. If you are coming from a different background, demonstrate how your skills are transferable to the role you are applying for.
* Use clear, concise sentences.
* Don’t make false claims; honesty is always the best policy.