

SKILLS JUSTICE

Job Application Form

INTERNAL USE ONLY	Applicant number	
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POSITION:	
LOCATION:	

Please indicate where you saw this position advertised:	
Please indicate any forthcoming dates you would be unavailable for assessment:	

Completion Notes

1. THIS FORM SHOULD BE COMPLETED IN BLACK INK.
2. Enclosed with this form is an Equal Opportunities Monitoring Form. This should be completed and submitted with your Application Form. All information submitted will be treated as strictly confidential.

Address for return of completed form and enclosures:

Skills for Justice
Centre Court
26 Atlas Way
Sheffield
S4 7QQ

Email: recruitment@skillsforjustice.com

Please mark all correspondence 'Private & Confidential' and for the attention of **Jacque Bown**.

APPLYING FOR A JOB WITH SKILLS FOR JUSTICE

Important advice on completing this application

An application form plays an important part in the selection process. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job and how you can show you are suitable.
- Try to present information on the form in a concise, well-organised and positive way.
- Please use the application form provided, continuing on separate sheets if necessary. Please note that the submission of a curriculum vitae is not acceptable.
- Please remember to complete the Equal Opportunity Monitoring Sheet as it is used to determine whether our Equal Opportunities Policy is effective.

COMPLETING THE APPLICATION FORM

Some guidance on sections in the application form:

Name and Address: Make sure that you give your full name, address and telephone number and that they are legible.

Present and Previous Starting with your current or last employer, list all the Employment: employers you have worked for, provide job title and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates of employment are correct and in order.

Education and Professional Qualifications: Give a list of formal and informal qualifications and other achievements. Ensure that nothing important has been omitted.

Other Relevant Information and Experience: This is probably the most important part of your application. It is your opportunity to make a case here for selection. Use only the relevant parts of your career history or personal experience.

In Section 4, please provide evidence of how you meet the requirements of the job description and person specification.

AND FINALLY . . .

Check your application form to ensure that **all** the questions have been answered and sign and date the form. Send it to the address on the front of the form.

EQUAL OPPORTUNITIES

Please note that all sections marked **PRIVATE & CONFIDENTIAL** are retained by HR and the information contained will have no bearing on the selection process except where demonstrably relevant to the role.

PRIVATE & CONFIDENTIAL

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PERSONAL DETAILS

Title		First Name(s)		Surname	
Address					
Postcode		E-mail address			
Telephone (if applicable)	Home		Work		
	Mobile		Preferred no.		
NI number					

APPLICATION FORM

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1. EDUCATION AND TRAINING (most recent first)

Year		Secondary Education and Higher Education	Examinations Passed/Pending (with subject and level)	Grade
From	To			
Other Courses Attended				
Professional Qualifications and Membership of Professional Institutions (with dates)				

2. PRESENT EMPLOYMENT

Name and full address of employer	Post Title
	Date Appointed
	Salary Grade (if applicable)
	Period of notice required by current employer
Reason for leaving	
Summary of duties and responsibilities	

Following an interview but prior to an offer of employment, my intention is to approach your current/last employer. Have you any objection to this?

YES/NO

3. PREVIOUS EMPLOYMENT (most recent first)

Month/Year		Employer and nature of business	Post title and main duties	Reason for leaving
From	To			

4. RELEVANT EXPERIENCE

Please provide details of relevant experience and include any specialist work undertaken, any relevant training courses and the personal qualities which make you suitable for this post. You must provide **EVIDENCE** of how you meet the requirements of the job description and person specification.

Continue on a separate sheet if necessary

5. ADDITIONAL INFORMATION

Other employment

Please note any other employment you would continue with if you were to be successful in obtaining this position.

Leisure

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

Do you hold a current driving licence?

YES/NO/PROVISIONAL

Details of licence endorsements

If appointed when are you available to start employment?

Are there any restrictions on you taking up employment in the UK?
(If yes, please provide details)

YES/NO

PRIVATE & CONFIDENTIAL

8. HEALTH DETAILS

<p>Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? If YES please specify.</p> <p style="text-align: right;">YES/NO</p> <p>Please specify any special arrangements for work associated with any impairment.</p> <p>Please specify any special arrangements you will need to attend an interview.</p>
<p>Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.</p>
<p>Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.</p>
<p>Please list all absences from work in the past 12 months and the reasons for such absences.</p>

DECLARATION (Please read this carefully before signing this application)

<ol style="list-style-type: none">1. I confirm that the above information is complete and correct and that any untrue or misleading information will give Skills for Justice the right to terminate any employment contract offered.2. I agree that Skills for Justice reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998.3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic or enhanced disclosure or security clearance as appropriate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated. <p>Signed: Date:</p>
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