

This form can be supplied in large print please contact us.

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Right to work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

NO, I am legally entitled to work in the UK without restrictions.

Yes. If yes, detail below:

2. Preferred hours

Please tick

Full time

Part time

We like our workers to be willing to work flexibly across the week, including weekends, evenings and Bank holidays and need to know when other commitments mean you could not be available to work:

Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Bank holidays
Morning								
Afternoon								
Evening								

3. Education/Qualifications

School (16+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

4. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started: Leaving Date:

Reason for Leaving:

Salary on leaving this post: Contact Name of Line Manager for reference:

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

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Date Started:

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Leaving Date:

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Reason for leaving:

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Salary on leaving this post:

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Contact Name of Line Manager for reference

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Brief description of duties:

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Previous employer

Name of Employer:

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Address:

Postcode:

Position Held:

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Date Started:

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Leaving Date:

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Reason for Leaving

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Salary on leaving this post:

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Contact Name of Line Manager for reference

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Brief description of duties:

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Continue on separate sheet if necessary

5. Supporting Statement

Person Specification criteria

Please use this section to indicate how you meet the essential Qualifications, Experience, Knowledge, Skills and Abilities as set out in the Person Specification for this role, giving examples where appropriate.

Please structure your supporting statement in order on the essential Person Specification criteria and limit your statement to 1000 words.

Note that supporting statements that do not follow this structure may not be considered.

deSee guidance sheet for further information.

Continue on separate sheet if necessary

6. Convictions/ Disqualifications

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Applicants should note that providing false information to obtain employment is a criminal offence.

Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.

Generate is committed to safeguarding the welfare of its Clients. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.

Disclosure of a criminal record will not necessarily debar you from employment with Generate, this will depend upon the nature of the offence(s), frequency and when they occurred.

Please answer the following:

Have you previously used, or do you currently use, any other surname(s)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, state the other surnames(s) you use(d)				
Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, when did this take place?				
Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. Reasonable Adjustments/Arrangements for Interview

Please contact us if you need the application form in an alternative format.

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

Are you closely related, in a relationship with, or married to a staff or Board member of Generate?

Yes/No. If yes, please state the name of the staff or Board member and nature of this relationship below:

If appointed when could you start? Give period of notice if applicable

References

Please give the detail of **two** references – see guidance sheet for further information.

Name of Referee and relationship to you:

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Address:

Postcode:	
Email:	Tel:

Name of Referee and relationship to you:

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Address:

Postcode:	
Email:	Tel:

Declaration

Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Full details of our Privacy Policy can be found via our website.

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is to the best of my knowledge complete and correct and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed.....

Date.....

GUIDANCE SHEET

Thank you for showing an interest in a career with Generate. Please read these guidance notes carefully before completing the application form. Complete all sections of the form.

Before you start your application

Take time to fully familiarise yourself with the post by re-reading the advertisement together with the Job Description and Person Specification which have been provided.

The **Job Description** outlines the main duties of the post – you should be sure that these appeal to you and that you have the appropriate skills, experience and disposition to be able to achieve in the role.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the **person specification** essential criteria and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of $\frac{3}{4}$ of a side of A4 and a maximum of 2 sides, or 1000 words.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.

The **Person Specification** details the **essential** and **desirable** criteria that the role requires, i.e. the qualifications, skills, experience and knowledge required for the post. If you do not demonstrate that you meet the **essential** criteria on your application form, then unfortunately you will not be shortlisted for interview. The best way to do this is to use examples from your previous experience, don't just put down that you can do it – tell us how you did it!

How do we decide who to shortlist?

In accordance with UK legislation, the information that you provide in your application is the only information that the Shortlisting Panel is allowed to use when deciding whether or not you will be shortlisted. It is vital that you include details and examples pertinent to the Person Specification accurately, honestly and fully as you must **evidence** that you meet the criteria, otherwise the Panel cannot shortlist you. Always give examples against each of the essential and desirable criteria. The way that we score is very simple and ensures that we are fair to all individuals. The scoring we use is as follows:-

- | | |
|---|--|
| 0 | The application did not evidence meeting the criteria |
| 1 | The application evidenced meeting the criteria |
| 2 | The application evidenced exceeding the criteria in part |
| 3 | The application evidenced far exceeding the criteria |

References

Please supply the names and address of two referees: one should be your current or most recent employer and the other your previous employers (someone who knows you in a professional or training/education context).

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Thank you for your interest in Generate.