



What Makes You Different Makes You Beautiful

WMYDMYB Centre, 51 Howsell Road, Malvern Worcestershire, WR14 1TH
wmydmyb@yahoo.co.uk - 07484 541629

Charity No: 1166959

Application for Employment (Confidential)

Position applied for:	
Closing date:	
Please state how you found out about the vacancy:	
Any day or dates you would not be available for interview:	

1. Personal Details

Surname:	
Forenames (in full):	
Previous names:	
Address:	
Postcode:	
Telephone (evening):	
Telephone (day):	
Mobile:	
Email:	

If you have any additional needs and would and may need adjustment made for interview please tick this box and we will be in touch.

Work history (including voluntary, home based or part time work)

2. Please provide details of your three most recent jobs. Particularly highlighting the skills and duties relevant to this role

Job Title	
Employer (name address and type of business)	
Dates post held	
Reason for leaving	
Notice required	
Job title and details of duties	

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Employer (name address and type of business)	
Dates post held	
Reason for leaving	
Job title and details of duties	

Please provide details of your previous employment history, starting with your current or the most recent job and accounting for any periods of time not spent in further education or employment. Please include any voluntary, home based or part time work. (please continue a separate sheet if necessary).

Employer's name, address, and Type of business	Post held dates	Job Title – brief outline of duties	Reason for leaving

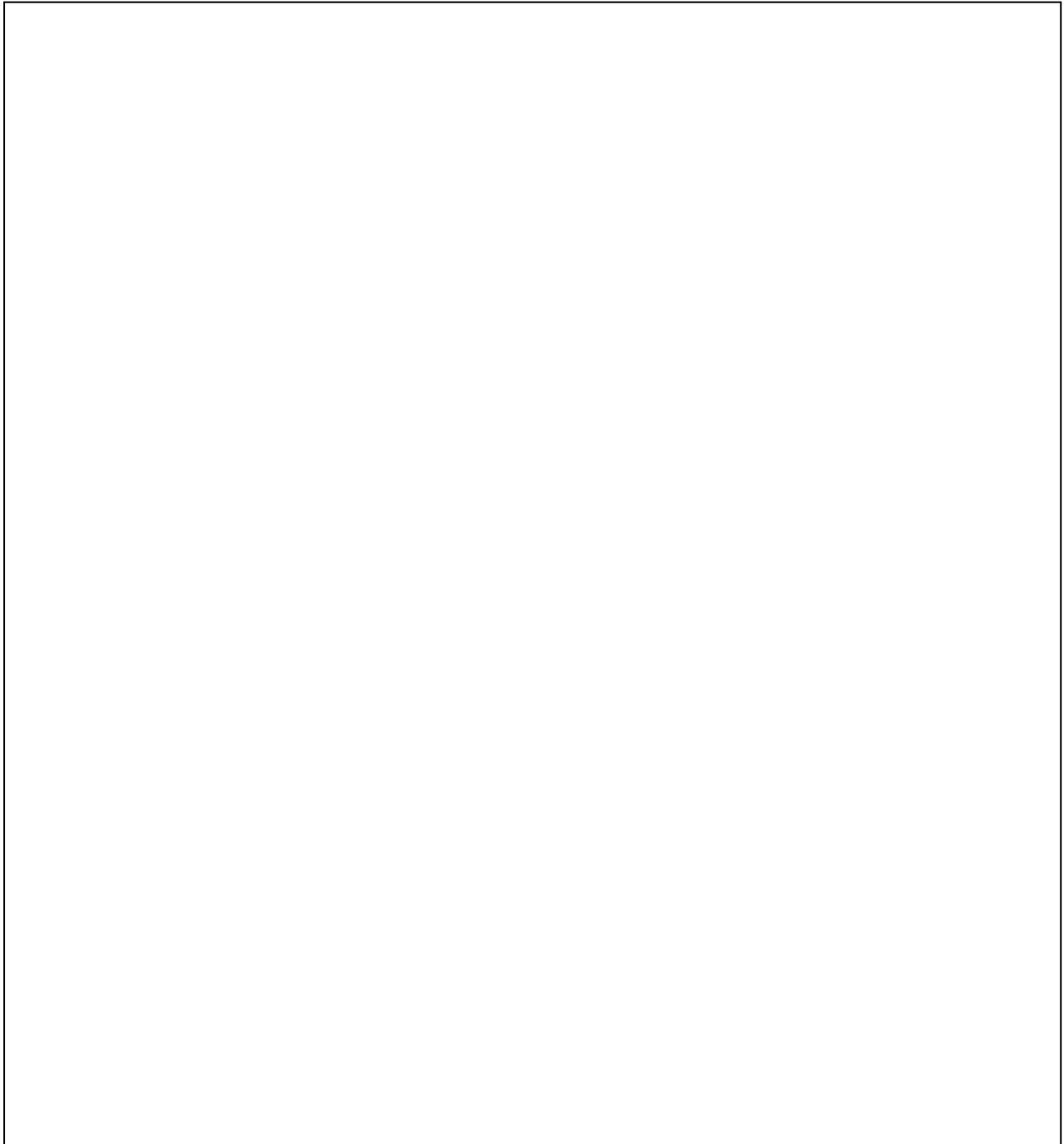
3. Education, professional qualifications and training

Where applicable, please include details of examinations taken or about to be taken for which results are not yet available. Please include all educational institutions attended; all professional qualifications and all training courses attended if relevant to the person specification.

Qualification	Institution or Accredited Body	Date gained	Level attained or award given

4. Most relevant experience/skills/abilities/reasons for applying

The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills required to do the job. You must demonstrate in this section how you meet the person specification. Whether you are short listed for interview will depend on how well you demonstrate your ability to meet these essential criteria. CV's will not be accepted. Please continue on an additional sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question about their most relevant experience, skills, and abilities.

5. Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

Do you have any convictions, cautions, reprimands or final warnings, or do you have any court cases pending, that are not "protected" or "filtered" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) 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 on the Disclosure and Barring Service website

Yes (please tick one) No

If yes, please give details, with dates of offences, nature of offence, sentences, cautions reprimands, final warning and court cases pending.

The information contained in this form will only be seen by staff involved in the recruitment process. All our posts require an enhanced disclosure check; please provide details of any police enquiries made against you, which may have a bearing on your suitability for the post.

WMYDMYB believes that having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the post and the circumstances and background to the offence(s).

6. Referees

Please give details of two people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer. All our posts require an enhanced disclosure check.

WMYDMYB will approach the referees prior to interview. If you do not wish us to do this please tick here

Present/most recent employer

Name:	
Job title:	
Address:	
Postcode:	
Tel:	
Email address:	

Previous employer

Name:	
Job title:	
Address:	
Postcode:	
Tel:	
Email address:	

WMYDMYB reserves the right to contact any of your previous employers.

7. Data protection

Information given in this application will be controlled under data protection legislation and will be used for the purposes of recruitment within WMYDMYB. Should your application be successful, the information will then be used for your personnel records and payroll purposes. The information provided will be processed both manually and automatically for these purposes.

8. Declaration

Before signing the declaration, please read the following carefully.

If you omit information that we have asked for, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary and in some case legal action against you.

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, my employment may be terminated without notice.

I understand that an enhanced DBS check will be sought in the event of my application being successful and that a post will only be offered upon receipt of a clear enhanced DBS, and two satisfactory references.

I understand that should I be offered employment I will need to demonstrate my right to work in the UK.

Signature

Date

Please return to: WMYDMYB Centre, 51 Howsell Road, Malvern Worcestershire, WR14 1TH
wmydmyb@yahoo.co.uk