Application Form - ONLINE

**Thank you for your interest in Julia’s House. Please complete the form fully.**

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| **Position Applied For:** Click here to enter text. |

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| **How did you hear about this vacancy?:** Click here to enter text. |

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| **Personal Details** |

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| Surname: Click here to enter text. | Title: Click here to enter text. |
| Forename(s): Click here to enter text. | Known as: Click here to enter text. |
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| Address: Click here to enter text. | |
| Postcode: Click here to enter text. | Home telephone no.: Click here to enter text. |
| Mobile no.: Click here to enter text. | Email address: Click here to enter text. |
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| NI number: Click here to enter text. |

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| Do you have the right to work in the UK? Yes / No |

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| **Disclosure and Barring Service** |

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| Are you currently the subject of any police investigation and/or prosecution, in the UK or any other country, or have any unspent convictions? Yes / No  If Yes, please provide details:  Click here to enter text. |

If you are offered a position with the Charity, a Basic or Enhanced Disclosure will be requested from the Disclosure & Barring Service. A criminal record will not necessarily be a bar to obtaining a position within the Charity; this will depend on the circumstances and background of your offences.

The Charity complies fully with the DBS Code of Practice, a copy of which is available to all Disclosure applicants upon request.

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| Disclosure and Barring Service continued …. |

**If you are applying for a role in CARE or RETAIL MANAGEMENT please complete the following**:

Because of the nature of the work for which you are applying, this post is exempted from the provisions of the Rehabilitation of Offenders legislation. Applicants are therefore not entitled to withhold information about ‘spent’ or ‘unspent’ criminal convictions, or where applicable also about conditional discharges, bind overs or cautions. In view of this requirement, please provide preliminary details, including all relevant dates

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| Have you ever been convicted of a criminal offence? Yes / No  Have you ever been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK or a criminal conviction in any other country? Yes / No  Are you currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health/social care professionals including such a Regulatory body in another country? Yes / No  Have you ever been disqualified from the practice of a profession or required to practice it subject to specific limitations following a fitness to practice investigation by a regulatory body in the UK or another country? Yes / No  ***If you have answered YES to any of the above, please give details***:  Click here to enter text. |

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| Education / Qualifications |

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| School (Age 11 onwards) | Date | | Subject(s) | Qualification |
| From | To |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| College / University / Institute | Date | | Subject / Course | Qualification |
| From | To |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Ongoing Professional Development | Date | | Subject / Course | Qualification |
| From | To |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Professional Associations - Please state whether you are a member of any technical or professional association, and if so, which:** |
| Click here to enter text. |

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| NMC PIN (Where applicable): |
| Click here to enter text. |

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| **Foreign Languages – Please list any foreign languages you speak and your level of competence (both oral and written):** |
| Click here to enter text. |

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| **Employment History** |

**Previous Employment**: please start with current / most recent and then provide details for all previous roles.

This **MUST be a COMPLETE AND CONTINUOUS** history of employment or otherwise, from leaving full time education to now (including the month and year in all cases). Any gaps must be explained**.**

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| **Name(s) and address(es) of employer(s)**  ***Most recent first*** | **Dates** | | **Position held / main duties** | **Salary** | **Reason for leaving** |
| **From**  **Month / Year** | **To**  **Month / Year** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Supporting statement** |

Please use this section to tell us why you are interested in this position and why you think you would be suitable for the post giving details of any experience, skills or achievements which you feel may be relevant in your application for employment.

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| Click here to enter text. |

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| **General Information** |

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| Do you have any commitments which might limit your working hours? Yes / No  If Yes please give details: Click here to enter text. |

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| Are you willing to work overtime and weekends when required? Yes / No |

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| Have you ever been subject to any disciplinary proceedings? Yes / No.  If Yes, please give details: Click here to enter text. |

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| Please give dates of any holidays arranged: Click here to enter text. |

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| Do you have a current full driving licence? Yes / No  Does your licence have any current endorsements? Yes / No If Yes please give further information: Click here to enter text. |

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| If you are offered this position, would you intend to continue with any other paid or voluntary employment? Yes / No  If yes, please specify: Click here to enter text. |

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| How much notice are you required to give your current employer? Click here to enter text. |

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| Have you worked for us before? Yes / No  If Yes please give the date and reason for leaving: Click here to enter text. |

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| **References** |

Please give the full contact details of two referees who have known you in a work context. One of these referee’s must be your line manager at your current/last employer. If you have no employer references, please give details of named individuals at colleges where you have studied or people who know you in a professional capacity. This should not include family members or people you live with.

We ask for a minimum of 2 references, but you must supply additional referee details where your first 2 references don’t cover the last 3 years. You can add details of additional referees on the Additional Information page.

We will not contact your referees unless you are conditionally offered the post.

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| Name: Click here to enter text. |  | Name: Click here to enter text. |
| Position held and relationship to you:  Click here to enter text. |  | Position held and relationship to you:  Click here to enter text. |
| Organisation and address:  Click here to enter text. |  | Organisation and address:  Click here to enter text. |
| Telephone number:  Click here to enter text. |  | Telephone number:  Click here to enter text. |
| Email address:  Click here to enter text. |  | Email address:  Click here to enter text. |

**I confirm that, should I be successful and am given a conditional offer of employment, I give consent for the individuals / organisations that I have named as my referees to share the relevant information for the purposes of an employment reference with Julia’s House.**

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| Signed: Click here to enter text. | Date: Click here to enter a date. |

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| **Declaration of Applicant** |

I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.

I understand that any employment offer will be subject to evidence of professional and educational qualifications detailed in your application form or at interview, satisfactory references and if necessary a satisfactory Disclosure & Barring Service (DBS) check.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter.

If I am not successful, I understand that the Organisation will retain the information provided for as long as it is deemed necessary for the purpose of recruitment.

The Julia’s House Recruitment Privacy Notice can be found on the Julia’s House Website [www.juliashouse.org](http://www.juliashouse.org)

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| **Signed: Click here to enter text.** | **Date: Click here to enter a date.** |

**As this form will be completed electronically and submitted via email, please type your name into the signature box to indicate that you have read the declaration.**

**Return completed form to** [**recruitment@juliashouse.org**](mailto:recruitment@juliashouse.org)

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| **Additional Information:** |
| Click here to enter text. |