|  |
| --- |
|  |
| **STAFF APPLICATION FORM** |
| **Completed applications should be returned to:**  **recruitment@medaille-trust.org.uk**  **or**  **HR & Business Support Manager**  **Caritas House**  **4 Nobby Stiles Drive**  **Manchester**  **M4 4FA** |

**ALL INFORMATION CONTAINED IN THIS APPLICATION FORM WILL BE TREATED CONFIDENTIALLY**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Location of the post** |  |
| **Where did you see this post advertised?** |  |
| **Have you previously applied for a post with Medaille Trust?** | **YES / NO** |
| **If yes, which post did you previously apply for?** |  |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| **Title** |  | |
| **Forename(s)** |  | |
| **Surname** |  | |
| **Previous surname(s)** |  | |
| **Address (including postcode)** |  | |
| **Mobile telephone number** |  | |
| **Home telephone number** |  | |
| **Email address** |  | |
| **ELIGIBILITY TO WORK IN THE UK** | | |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | | **YES / NO** |
| You will be required to provide evidence of this at your interview by bringing with you proof of eligibility to work in the UK e.g. (Passport / Birth Certificate)  A list of acceptable documents which evidence such rights can currently be found at [www.gov.uk/government/publications/right-to-work-checklist](http://www.gov.uk/government/publications/right-to-work-checklist) | | |
| **If you require an immigration visa to work in the UK, please give details.**  **If you are currently in the UK we will require proof of your current eligibility to work in the UK and if you are offered a position you will be required to provide original documents.** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | |
| As part of Medaille Trust’s commitment to Safer Recruitment, all applicants will be required to provide their full employment history.  Please list your previous employers, since leaving full time education (normally age 18), most recent first with months and years if known. Please continue on a separate sheet if necessary. All gaps must be accounted for in the table below. | | | | |
| **Name of Employer** | | |  | |
| **Address (including postcode)** | | |  | |
| **Job Title** | | |  | |
| **Start date** | | |  | |
| **Leave date (if applicable)** | | |  | |
| **Current salary** | | |  | |
| **Notice required** | | |  | |
| **Main duties and responsibilities** | | |  | |
| **Reason for leaving** | | |  | |
| **PREVIOUS EMPLOYMENT** | | | | |
| **Dates (from / to)** | **Employers name and address** | **Job title and brief description of duties** | | **Reason for leaving** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

|  |  |  |
| --- | --- | --- |
| **VOLUNTARY WORK** | | |
| **Dates (from / to)** | **Organisation Name & Address** | **Nature of Voluntary Role** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **EMPLOYMENT GAPS** | | |
| Please account for any gaps in between your education / employment and note that all periods since leaving full time education (post age 18) should be accounted for e.g. periods of unemployment, voluntary work, self employment, raising a family etc. | | |
| **From (month / year)** | **To (month / year)** | **Reason / How was time occupied** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATION, QUALIFICATIONS AND TRAINING** | | | | | |
| Please list your most recent first (include any current studies). If shortlisted you may be asked to produce evidence of qualifications. | | | | | |
| **Dates (from /to)**  **month / year** | **Secondary School / College / University / Training Organisation** | **Subject** | **Qualification** | **Grade obtained** | **Date awarded** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES / BOARDS / COMMITTEES** | | | |
| **Name of Body** | **Membership / Status** | **Renewal Date** | **Membership Number** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **INFORMATION IN SUPPORT OF YOUR APPLICATION FOR EMPLOYMENT** |
| **Please describe what attracts you to this post.** |
|  |
| **Please provide information which supports your application and demonstrates how you meet the values of the Charity and the requirements of the person specification. Include any relevant experience, knowledge, skills and qualifications.** |
|  |

|  |  |  |
| --- | --- | --- |
| **PROTECTION OF ADULTS & CHILDREN WHO ARE VULNERABLE** | | |
| Applicants for certain posts will be subject to an Enhanced check with the Disclosure and Baring Service (DBS) prior to confirmation of appointment. This will be detailed on the advert and job description.  If the post requires a DBS check because of the nature of the work, this post will be exempt from the Provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that applicants are not entitled to withhold information about any previous convictions or cautions which, for other purposes, are spent under the terms of the Act. You are therefore requested to give details as required below, listing all convictions and cautions, no matter how long ago they occurred. An unspent conviction does not necessarily mean that you will be barred from employment. Medaille Trust has a policy in respect of the rehabilitation of offenders, a copy of which is available upon request.  In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Medaille Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the offer applies. | | |
| Have you ever been convicted of a criminal offence or received a caution? YES / NO | | |
| Are you currently the subject of any criminal proceedings or police investigations? YES / NO | | |
| If you have answered yes to either of the above, please give details below | | |
| **Date** | **Nature of Conviction / Caution** | **Sentence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** | |
| **Is there any additional information related to your current or most recent employment, or anything else that you wish to discuss at interview?** | **YES / NO** |
| **If yes please give details** |  |
| **Please give details of any other employment that you are intending to continue with if successful in your application for this position** |  |

**If driving is an essential requirement of the role, please complete this section:**

|  |  |
| --- | --- |
| **DRIVING** | |
| **Do you hold a current full driving licence?** | **YES / NO** |
| **If yes, is it subject to any penalty points?** |  |
| **Do you have access to a car?**  **Is it insured for business use? (as this will be required)** | **YES / NO**  **YES / NO / WILL OBTAIN** |

|  |  |
| --- | --- |
| **ASSISTANCE AT INTERVIEW** | |
| **Please let us know if there are any adjustments or arrangements that you would like us to consider or implement if you are invited to an interview** |  |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Referees will only be contacted if an offer of employment is made.  Medaille Trust recruit to Baseline Personnel Standards therefore as a minimum references are required for the past 3 years employment or academic history. Any gaps in employment history (past 3 years) will be investigated and appropriate documentation requested to satisfy the explanation given. Please provide the details of contactable referees (preferably in the UK). The first MUST be your current or most recent employers covering a 3 year period. In the absence of employment experience, please provide a referee from your last place of full-time education or a suitable referee that can verify any employment gaps. A minimum of 2 references will be required. All referees should know your capabilities, reliability and potential. Character references will not be accepted from relatives or from people writing solely in the capacity as a friend. | |
| **REFEREE ONE (current or most recent employer or if not applicable academic referee)** | |
| Name of referee |  |
| Position of referee |  |
| Company name |  |
| Company address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| How long has the referee known you and in what capacity?\* |  |
| Can this reference be taken up immediately? | **YES / NO** |

\*if less than 3 years we will need to contact a previous employer

**If the post that you are applying for involves working with children or vulnerable adults but you are not currently working with children or vulnerable adults but have done so in the past, a reference from this employer is required.**

|  |  |
| --- | --- |
| **REFEREE TWO (previous employer)** | |
| Name of referee: |  |
| Position of referee: |  |
| Company Name |  |
| Company address (including postcode) |  |
| Telephone number: |  |
| Email address: |  |
| How long has the referee known you and in what capacity?\* | **YES / NO** |
| **REFEREE THREE (to be used if either of the above references cover a period of less than 3 years)** | |
| Name of referee: |  |
| Position of referee: |  |
| Company Name |  |
| Company address (including postcode) |  |
| Telephone number: |  |
| Email address: |  |
| How long has the referee known you and in what capacity?\* | **YES / NO** |

Please note: Medaille Trust reserves the right to request a reference, or to contact any of your employers or educational establishments, in addition to the referees you have nominated in your application

|  |  |
| --- | --- |
| **DECLARATION** | |
| **Do you have a spouse, partner, relative or friend employed by Medaille Trust or connected to the Trust.**  **If so please state the name and relationship.** |  |
| **Were you recommended by a Medaille employee?** | **YES / NO** |
| **If yes, what is the employee’s name** |  |

|  |  |
| --- | --- |
| **DATA PROTECTION: Our Privacy Notice which can be found on Medaille Trust website, explains what personal information we hold about you, how we collect it, and how we use and may share information about you during the recruitment process. We are required to notify you of this information under data protection legislation. Please ensure that you read the notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.**  **I understand that any canvassing will automatically invalidate my application.**  **I confirm that the information I have given on this form is correct and complete and I understand that providing false information is an offence.**  **I confirm that, to the best of my knowledge, the information I have provided in this application is correct and that I have completed this form myself. I understand that the appointment is subject to Safer Recruitment checks which include satisfactory references and that misleading statements or withholding information relevant to this application may be sufficient grounds to cancel any agreement made.** | |
| **Signed:** | **Date:** |