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**Bishop Creighton House**

**Application Form - Confidential when completed**

1. **Personal information**

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Known as: |  |
| Address: |  |
| Post Code: |  |
| Phone number: |  |
| Email: |  |
| National Insurance or Work Permit Number (or please attach similar proof or permission to work in the UK): |  |

1. **Position applying for:**

**3. Education**

**Educational / Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| Date | School/College/University | Qualification |
|  |  |  |

**4. Training Courses**

**You may be asked to provide copies of certificates for training you have completed.**

|  |  |  |
| --- | --- | --- |
| Date/Length of Course | Course Title | Course Provider |
|  |  |  |

**5. Employment**

Please list any previous employment, starting with your current or most recent employer, giving the name of employer, dates of employment and job title.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates of Employment | Job Title | Duties & Reason for Leaving |
|  |  |  |  |

**6. Statement in support of your application**

**Please attach a statement or use the space below (and additional sheets as necessary) to tell us about the skills, knowledge and experience that you would bring to this post. Please include details of paid and unpaid work. Use the person specification and job description in answering this question. Please note CVs are not acceptable.**

**In the selection of suitable applicants for this job, information in this section is the most important. Please ensure that you answer fully.**

**7. Referees**

Please give the names and addresses of two referees who should not be related to you. One should be your present or most recent employer.

|  |  |
| --- | --- |
| **Referee 1** | |
| Name: |  |
| Position Held: |  |
| Organisation: |  |
| Telephone Number: |  |
| Email Address: |  |
| Address: |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name: |  |
| Position Held: |  |
| Organisation: |  |
| Telephone Number: |  |
| Email Address: |  |
| Address: |  |

**8. Disclosure Form**

The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act 1974. It is a condition of appointment that all convictions are disclosed (spent and unspent). Failure to disclose such information could result in subsequent dismissal or disciplinary action if you were appointed. Bishop Creighton House will not discriminate against people with a conviction unless it is particularly relevant to the job applied for. Any job offer will be subject to satisfactory Disclosure and Barring Service check at the appropriate level.

**Have you any convictions? (spent and/or unspent) Yes  No**

**Have you any prosecutions pending? Yes  No**

If ‘Yes’, please supply us with dates and details:

|  |  |
| --- | --- |
| Date | Offence |
| As |  |
| Phone nu  r |  |
| Date of birth |  |

**9. Period of notice required**

(When would you be able to start?)

**10. Declaration**

*I declare that the information given in this application is a true and complete statement. I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then Bishop Creighton House shall be entitled to withdraw any offer of appointment or terminate any contract of employment.*

*I understand that any offer of appointment and subsequent employment is subject to satisfactory references, evidence of my right to work in the UK and satisfactory Disclosure and Barring Service check at the appropriate level.*

*I understand that the information provided on this application form will be used on the computerised personnel information system should an offer of appointment be made. Further details about data protection will follow with any contract of employment.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your application, marked **‘Confidential’**, to:

Recruitment, Bishop Creighton House Settlement, 378 Lillie Road, London SW6 7PH, or email [recruitment@creightonhouse.org](mailto:recruitment@creightonhouse.org) **Closing date: 10pm Tuesday 5th October 2021**

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**Bishop Creighton House**

**Monitoring Form**

BCH is committed to developing equality in the workplace and in the services, which we provide. Please take the time to complete this form by deleting the answers that are not appropriate to you and return it to us, but please do not put your name on. All information is treated as confidential is managed in accordance with Data Protection regulations.

Thank you for your help.

Date:

|  |  |
| --- | --- |
| **Gender** *(Please tick or specify)* | |
| Male |  |
| Female |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Age** (Please tick or specify) | |
| 16-19 |  |
| 20-25 |  |
| 26-50 |  |
| 51-60 |  |
| 61-74 |  |
| 75+ |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Disability** *(Please tick or specify)* | |
| Learning Disability |  |
| Physical Disability |  |
| Sensory Disability |  |
| Mental Health Need |  |
| Long Term Sick |  |
| No Disability |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Ethnicity** *(Please tick or specify)* | |
| White British |  |
| White Irish |  |
| White European |  |
| White Other |  |
| Black British |  |
| Black African |  |
| Black Caribbean |  |
| Black Other |  |
| Near or Middle Eastern |  |
| Asian British |  |
| Asian Indian |  |
| Asian Pakistani |  |
| Asian Bangladeshi |  |
| Asian Chinese |  |
| Asian Japanese |  |
| Asian Korean |  |
| Asian Other |  |
| Traveller |  |
| Mixed |  |
| Other (Please Specify) |  |
| Prefer not to say |  |

Where did you hear about Bishop Creighton House?