



# Application Form

## Safe and fair recruitment commitment

Arc is committed to safeguarding and promoting the welfare of adults at risk and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender re-assignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us all the relevant information that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

Post details			
Post applied for			
Closing date		Where did you see the post advertised?	
Personal details			
First name(s)		Last name	
Previous last name		Preferred title	
Address		Home number	
		Mobile number	
		Work number	
		Email	
Postcode		Preferred contact method	
National Insurance number			

## Current or most recent employment

Name and address of employer			
Current job title			
Start date		End date (if applicable)	
Contract type (permanent, temporary etc.)		Notice period	
Salary (including any allowances)		Reason for leaving	
Key duties			

## Employment history

Please provide full employment history in chronological order since leaving secondary education, including full time, part-time and voluntary work with start and end dates.

Employer	Dates	Post held and duties	Reason for leaving

## Gaps in employment

Please review your employment history carefully. If there are any gaps in your employment, of more than 4 weeks, e.g. looking after children, sabbatical year, please give details and dates. These may be explored further if you are invited for interview.

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### Referees

We will only seek references if you are successful at interview. Please provide contact details for two referees who are able to comment on your suitability for the job applied for. The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full-time education). Your referees will be asked to verify information you have provided in your application. If you are currently working with adults at risk / children, your current employer will be asked about disciplinary offences relating to this.

	Referee 1	Referee 2
Full name		
Position		
Address		
Telephone		
Email		

### Miscellaneous

Do you know, or are you related to any existing employees or board members at Arc?	Yes	No
If yes, please state their full name and position within Arc		
Have you previously been employed or sought employment with Arc?	Yes	No
If, please provide details		
Have you ever been a client of Arc's?	Yes	No
If yes, please provide dates		

### Right to work

Are you eligible to work in the UK? [If invited for interview, you will be required to provide documentary evidence of your eligibility].  If you think you may require a visa to work in the UK you should refer to <a href="http://www.gov.uk/check-uk-visa">www.gov.uk/check-uk-visa</a> ]	Yes	No
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### Interview arrangements

Please contact us if it would be helpful to have this form in a different format. If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process

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**Self-declaration and criminal record checks**

We will only ask you to complete a criminal record self-declaration form if you are selected for interview. At interview, or in a separate confidential discussion, we will ensure that an open and measured discussion takes place on the subject of any offences that might be relevant to the position.

We will only carry out criminal record checks with DBS on successful candidates at the appropriate level for the role applied for.

Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided, we will need to establish why. Any finding of serious misdirection or intent to deceive will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal

**Declarations**

- I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.
- I understand that if I am appointed, personal information about me may be stored for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including UKGDPR/DPA 2018 and any other UK legislation which supports it.
- In submitting this form, I give my authority for use of my personal data for the purposes outlined above.

Signature		Date	
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All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If you application is unsuccessful your details will be kept for a period of six months and then destroyed.