**DURHAM AREA DISABILITY LEISURE GROUP**

Charity Number: 1049610

# In accordance with the General Data Protection Regulations, you are advised that personal data supplied on this form may be held on an electronic or manual filing system and will be verified by reference.

# **Post Applied For: Project Worker**

Please complete all questions and sections of the application form. We will accept CVs as well as applications but not in place of application forms.

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **Application Reference Number:**  |
| **Closing Date: Friday 26th July 2024** | **Date Received:**  |

## Your details

Name:

Address:

Postcode:

Phone:

Please provide the best telephone number to contact you on and specify if we are unable to contact you at particular times due to work commitments.

Email address:

National Insurance Number:

Where did you see the advertisement for this post?

## Secondary Education

Please give details of school(s) attended and dates along with qualifications and levels achieved.

|  |
| --- |
|  |

## Further/Higher Education (including apprenticeships)

Please give details of institutions attended and dates along with qualifications and levels achieved.

|  |
| --- |
|  |

## Employment history

### Your current or most recent employer (If you are currently unemployed, please give your most recent post with your finish date and reason for leaving)

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Period of notice required (or termination date):

Duties and responsibilities:

|  |
| --- |
|  |

### Do you have any other additional employment which you intend to continue if appointed to this post? Yes/No

If YES, please tell us the nature of the work and the hours.

### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

|  |
| --- |
|  |

## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job. Please refer to the person specification supplied and tell us about your knowledge, skills and experience. (The box will expand if necessary.)

|  |
| --- |
|  |

## Interview arrangements and availability

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.

|  |
| --- |
|  |

Are there any dates when you will not be available for interview?

|  |
| --- |
|  |

If successful, when can you start working for us?

|  |
| --- |
|  |

## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. One must be your current employer or previous employer if not currently in work. Referees’ permission to provide a reference must be sought before including them on your application. Referees must not be related to you.

### Referee 1

|  |
| --- |
|  |

### Referee 2

|  |
| --- |
|  |

## Applicant Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

**This page will be detached from the application form prior to shortlisting.**

**Criminal Convictions Declaration**

This post requires an Enhanced Disclosure and Barring Service check.

Therefore, you are required to provide details of all convictions and/or cautions. Other relevant non-conviction information such as police enquiries and pending prosecutions should also be declared.

**Either A: I have no convictions and/or cautions to declare.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Or B: I have the following convictions and/or cautions to declare:**

**(Please state the nature of the conviction or caution, the date applied and whether it is spent or unspent. Include all if there is more than one.)**