



APPLICATION FORM

DETAILS OF POSITION APPLYING FOR:

Position applied for:

PERSONAL DETAILS:

Title:

Surname:

First Name:

Preferred Name:

Current Address:

Home Telephone:

Mobile Telephone:

Email Address:

LinkedIn profile:

Twitter handle:

National Insurance No:

Are you a current member of staff?

Yes No

Are you related to a current member of staff?

Yes No

If 'YES', please give their full name and relationship

CRIMINAL CONVICTIONS:

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes No

ELIGIBILITY INFORMATION:

This section is used to assess your eligibility for employment in line with UK law.

Are you a UK or Irish national or do you have EU/EEA settled status:

Yes No

If 'NO', are you eligible to work in the UK without restriction:

Yes No

Please provide details, e.g. share code or what type of visa do you have / expiry date?

Would you require an employer Certificate of Sponsorship to accept an offer of employment?

Yes

No

SECONDARY AND FURTHER EDUCATION:

Please include details of your GCSEs and A-Levels (or equivalent qualifications).

There is no requirement to provide a full breakdown by subject unless this is relevant to the particular role or listed as a requirement in the Job Description Person Specification. If this is the case, please ensure this is detailed within your Supporting Statement.

GCSEs (or equivalent)

Please outline the total and how many at grades A* to C

A Levels (or equivalent)

Please outline the total and how many at grades A* to C

Other details of qualifications below degree level:

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HIGHER EDUCATION AND POSTGRADUATE STUDY:

Starting with the most recent, please include all relevant qualifications you currently hold and those you are working towards. If you are waiting for confirmation of grade, please put "expected grade" and "date expected".

Subject:	Place of learning:	Qualification:	Grade if applicable:	Dates:

PROFESSIONAL QUALIFICATIONS:

Please include all relevant qualifications, starting with the most recent. If you are currently working towards a professional qualification, please provide details where possible, e.g. "expected grade" and "date expected".

Subject:	Place of learning:	Qualification:	Grade if applicable:	Dates:

If you require further space to complete the above, please use an additional sheet and return with the completed application.

DETAILS OF CURRENT (OR MOST RECENT) EMPLOYMENT:

Position held:

Details of duties / degree of responsibility:

Employers name and address:**Employment details:**

Employer:

Start date (current role):

Address:

End date:

Notice period:

Reason for leaving:

Postcode:

Salary and grade:

Telephone number:

Date initially started with
this employer:

Email address:

DETAILS OF PREVIOUS EMPLOYMENT:

Starting with the most recent, please give details of your full career history.

Please ensure that you explain the reason for any gaps including details about travel, career breaks, unemployment, etc.

Start date:	End date:	Employer:	Job title and key responsibilities	Reason for leaving

SUPPORTING STATEMENT

Candidates must meet all essential criteria to be eligible for shortlisting. Therefore, please use this section to provide evidence of how you meet all of the requirements set out in the Job Description Person and the Specification using specific examples. Please attach additional sheets if necessary.

REFERENCES:

Please provide the names and addresses of two referees we can contact regarding your suitability for this role. One of your referees must be your **current or most recent employer** (as detailed above, either your line manager or HR department) so that we can verify employment dates, sickness, salary and any disciplinary status for your most recent role in the organisation.

REFERENCE 1:

REFERENCE 2:

Name:		Name:	
Position/Relationship:		Position/Relationship:	
Company/Organisation:		Company/Organisation:	
Address:		Address::	
Postcode:		Postcode:	
Telephone number:		Telephone number:	
Email address:		Email address:	

Would you be happy for us to contact your nominated referee before interview?

Reference 1:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reference 2:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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DECLARATION:

The personal data on this application form is needed to process the applications of the candidates. The information collected on this form will be used to make a start on any pre-appointment checks (e.g., eligibility to work in the UK, references etc.). Referees will not normally be contacted until the successful candidate has given us permission to do so, following any offer of appointment.

For unsuccessful candidates, the information provided will be destroyed twelve months after the appointment of the successful candidate. Any pre-employment information kept on the HR database about the successful candidate will also be deleted twelve months after appointment.

The Anderton Centre will use the information provided by the successful candidate to create and maintain computer and paper records. During the course of any employment, and after the appointee leaves, these records will be processed in accordance with the Data Protection Act (1998).

By ticking the box below, candidates are agreeing that the information in the records may be used both internally within The Anderton Centre and to relevant external bodies and for references to potential employers and other organisations.

Furthermore, candidates are certifying that to the best of their knowledge and belief, the information provided in all parts of the application is correct. Should candidates deliberately make a false statement on this form and an offer of employment is made, any future employment could be jeopardised.

Please tick the box to confirm that you understand and agree to the above declaration:

Signature (if sending by post):

HOW TO APPLY:

Please return this form to reception@andertoncentre.co.uk

We would prefer that you email your completed form to the above email address, however, if you are unable to do so, please return to **FAO Kirsty Todd (General Manager), The Anderton Centre, New Road, Chorley, PR6 9HG.**

Please note, if you have not heard from us within four weeks of the closing date of the advertisement (or within a week of the proposed interview date, where indicated), please assume that your application has been unsuccessful.

Due to the high number of applications currently being received, we are not able to offer feedback to those candidates not shortlisted for interview.