**Application for employment**

Please complete all sections of the application form.

**Please confirm the Job Title of the position you are applying for:**

**Please confirm the Job Reference Number (if known):**

**Personal Details**

\* Indicates Mandatory Fields

|  |  |
| --- | --- |
| \*Title: |  |
| \*First name : |  |
| \*Middle name : |  |
| \*Surname : |  |
| \*National Insurance No: |  |
|  |  |
| \*Address line 1: |  |
| \*Address line 2: |  |
| \*City: |  |
| \*County: |  |
| \*Country:  |  |
| \*Postcode : |  |
|  |  |
| Email Address : |  |
| \*Home contact number: |  |
| Mobile contact number: |  |

**Eligibility**

\* Indicates Mandatory Fields

\*Do you have the right to work in the UK and can you provide documentary evidence? (Please delete as Appropriate)

Yes No

\* Please note – if you are working in the UK on a visa/permit you will need a minimum of 12 months remaining in order to be able to apply for a vacancy with us. You will be asked to provide documentary evidence at a later stage of the recruitment process.

**Personal Details**

\*How did you hear about this vacancy? (Please delete as Appropriate)

I saw this position advertised You approached me after finding my CV

|  |
| --- |
|  |

 (If position advertised) \*Where did you see the position advertised?

 (If approached) \*Where was your CV posted? Please Select.

\*How do you wish to be contacted?Please Select.

\* May we ring you at work with discretion? Please Select.

**Please DELETE the following as appropriate**

\*Are you a current Turning Point employee or agency worker? (Please delete as Appropriate)

Yes No

(If yes to above) If you are a current Turning Point employee, are you at risk of redundancy?

Yes No

\*Have you signed up to the DBS Online Updating Service to allow your DBS to be used by other employers? (If unknown, please state No) (Please delete as Appropriate)

Yes No

If yes, please can you confirm your Portable DBS certificate Number:

\*Are you related to, or do you have any connection with an employee, Board or Committee member of Turning Point? (Please delete as Appropriate)

Yes No

\*Do you consider yourself to have a disability? Please Select.

 If yes, please provide details about how you are connected:

If you do consider yourself to have a disability and require assistance in filling in this form, please contact your recruiter.

**Positive about Disabled People**

Turning Point is positive about employing people with disabilities and displays the “two ticks” disability symbol. Turning Point offers guaranteed interviews to all people with disabilities who meet the minimum selection criteria for the vacancy. To enable us to meet this commitment we ask candidates to answer the question below. If you consider yourself to have a disability and are having difficulty in completing this application form, please contact your recruiter.

**Eligibility to Work in the UK**

\* Do you require a work permit? Please Select.

Please note all applicants will be required to produce documentary evidence of their right to work in the UK prior to an offer of employment being made please visit [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) for further details regarding eligibility and work permits.

\* mandatory fields to be completed

**Employment History**

Please give details of your employment history, starting with your most recent employer.

\* mandatory fields to be completed

**Most recent employer**

|  |  |  |
| --- | --- | --- |
| Date From\* | Date To\* | Notice Required |
|  |  |  |
| Employer Name\* | Job Title\* | Salary\* | Reason for leaving |
|  |  |  |  |
| Employer Address | Employers Nature of Business |
|  |  |
| Key responsibilities and achievements |
|  |

**Previous employer 1**

|  |  |  |
| --- | --- | --- |
| Date From | Date To | Notice Required |
|  |  |  |
| Employer Name | Job Title | Salary | Reason for leaving |
|  |  |  |  |
| Employer Address | Employers Nature of Business |
|  |  |
| Key responsibilities and achievements |
|  |

**Previous employer 2**

|  |  |  |
| --- | --- | --- |
| Date From | Date To | Notice Required |
|  |  |  |
| Employer Name | Job Title | Salary | Reason for leaving |
|  |  |  |  |
| Employer Address | Employers Nature of Business |
|  |  |
| Key responsibilities and achievements |
|  |

**Previous employer 3**

|  |  |  |
| --- | --- | --- |
| Date From | Date To | Notice Required |
|  |  |  |
| Employer Name | Job Title | Salary | Reason for leaving |
|  |  |  |  |
| Employer Address | Employers Nature of Business |
|  |  |
| Key responsibilities and achievements |
|  |

**Previous employer 4**

|  |  |  |
| --- | --- | --- |
| Date From | Date To | Notice Required |
|  |  |  |
| Employer Name | Job Title | Salary | Reason for leaving |
|  |  |  |  |
| Employer Address | Employers Nature of Business |
|  |  |
| Key responsibilities and achievements |
|  |

\* mandatory fields to be completed

**Education**

Please list qualification gained or currently being studied (if you are appointed we will need to see your original qualifications / certificates).

|  |  |  |  |
| --- | --- | --- | --- |
| Date From | Date To | School/College/University | Qualification Achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Relevant Professional Qualifications**

Please give details of any tertiary education i.e. Degree, Post Graduate Diploma, Masters or other (subjects studied and grades obtained).

|  |  |
| --- | --- |
| Qualification | Registration/pin number |
|  |  |
|  |  |
|  |  |

\* mandatory fields to be completed

**Training**

Vocational and other courses attended.

|  |  |  |
| --- | --- | --- |
| Course title and content | Organising body | Date, duration and outcome |
|  |  |  |
|  |  |  |
|  |  |  |

Supporting statement

\* Use this section to tell us why you are suitable for this post. You will need to demonstrate, point by point, how your skills, abilities, experience and knowledge match those required in the Job Description. CV’s will not be considered in place of this statement. For further guidance on writing your supporting statement click [here](http://careers.turning-point.co.uk/uploads/support/Writing_Your_Supporting_Statement_Top_Tips.pdf). Word limit approx. 850.

|  |
| --- |
|  |

\* mandatory fields to be completed

**Rehabilitation of Offenders Act 1974**

\*Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974? (Please delete as Appropriate)

Yes No

If yes please make your declaration below, this information will only be seen by those who need to see it as part of the recruitment process.

|  |
| --- |
|  |

**Disclosure and Barring Service (DBS)**

**Posts involving working with children and/or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974**. For such roles you must declare details of any cautions, criminal convictions, reprimands or final warnings given by the police and any proceeding being instituted against you.

Having a criminal record will not necessarily bar you form working with us, this will depend on the nature of the position and the circumstances of the offence(s).

Please make your declaration below, this information will only be seen by those who need to see it as part of the recruitment process.

|  |
| --- |
|  |

**Your Obligation as an Applicant**

If you ticked 'yes' to any of the above, you will need to provide further details of offences, penalties, enquiries and dates, together with your name, address, and the job title and reference number of the role you are applying for. These should be posted to the Pre Employment Team, Turning Point, The Exchange, 3 New York Street, Manchester, M1 3EA and marked “Strictly Private & Confidential – To be opened by the Addressee only”.

Any information given will be treated in the highest confidence and will only be considered in relation to an application for a position to which the Order applies. We would like to stress that having a criminal record will not necessarily prevent you from gaining employment with us but failure to reveal information that is directly relevant to the position may lead to withdrawal of the offer of employment or subsequent dismissal at a later date.

**Data Protection**

Turning Point undertakes to respect the privacy of the individual and has implemented strict procedures to protect the individual’s rights under the Data Protection Act 1998. By submitting this application you consent to Turning Point holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering Turning Point's business. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned.

**Declaration of Interests**

\*I confirm that the information supplied to Turning Point for the purposes of recruitment may be retained in a confidential file for a maximum period of six months and disposed of thereafter. I declare that, to the best of my knowledge and belief, the information provided is correct and agree it should form the basis of my engagement. Please note, should any answers on this application form be found to be false, or should there be any wilful omission or suppression of any material fact, if appointed, you will be liable to dismissal without notice.

I have read and agree to the above declaration [ ]

\* mandatory fields to be completed

To ensure your information is saved please complete all mandatory fields and click next page.

**Equal opportunities**

\* **Ethnic Origin**
Which group do you most identify with? Please Select

\***Religion / belief**
What is your religion? Please Select

\***Disability**
Do you consider yourself to have a disability / impairment covered by the Disability Discrimination Act 1995? Please Select

\***Gender**
Please define your gender? Please Select

\***Sexual Orientation**
How do you define your sexual orientation? Please Select

**\*Nationality**
How would you describe your national identity? Please Select

**\*Marital Status**
Please select your marital status Please Select

\* mandatory fields to be completed

**Thank you for completing this application and for your interest in Turning Point.**

**References**

Please provide the email addresses of 2 work related referees. The first should be your present, or most recent, employer. If you are applying for your first job after leaving education, please list your school/college Head teacher, tutor or professor.

We are unable to accept friends or relatives as referees.

**\*Reference 1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| How do you know them? |  |
| Telephone No. |  |
| Fax No. |  |
| Email Address |  |
| Acceptable date to contact referee |  |

**Reference 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| How do you know them? |  |
| Telephone No. |  |
| Fax No. |  |
| Email Address |  |
| Acceptable date to contact referee |  |

\* mandatory fields to be completed