

Café No7 - Soul Survivor Watford

Application Form

Please write clearly or type directly into the form

Position applied for: Café No7 Support Role

1. ABOUT YOU

Title:

First name(s):

Surname:

Have you ever been known by any other names?

YES / NO

If you answered yes please give details:

Address:

Post code:

Contact details: Home telephone:
Mobile telephone:
E-mail address:

National Insurance No. :

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Eligibility to work in the UK (Soul Survivor Watford undertake checking of applicant's eligibility to work in the UK)

Do you require a work permit or visa to work legally in the U.K.?

If you are offered a job you will be required to provide proof of your identity and right to work.

Describe yourself in three words

What are you most passionate about?

2. ABOUT YOUR SKILLS

What is your highest-level qualification?

What are your hobbies and interests?

3. If you have current or have had previous employment please list them below.

Dates From - To	Name and Address of Employer	Job Title	Reason for Leaving

4. DISABILITIES

Soul Survivor Watford gives full and fair consideration to applications received from people with disabilities who possess the appropriate skills or qualifications for the job to be filled.

If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview?

Yes / No

5. REFERENCES

Please provide names of two referees. Please add your current or most recent employer(s) as one referee. If you have not previously had a job then please provide at least 2 character referees who must have known you for at least two years.

1	<i>Your most recent employer if applicable</i> Name: Profession/job title: Relationship to you: How long known to you? Can we take references at any time? Yes / No Is this reference a personal one? Yes / No	Address: Postcode: Daytime telephone number(s): Email Address:
2	Name: Profession/job title: Relationship to you: How long known to you? Can we take references at any time? Yes / No Is this reference a personal one? Yes / No	Address: Postcode: Daytime telephone number(s): Email Address:

6. CRIMINAL CONVICTIONS

To apply for a job at Soul Survivor Watford, you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. All posts also require the disclosure of all convictions, including those which are regarded as spent under provisions of the Rehabilitation of Offenders Act (Exceptions) 1975. You must therefore disclose all convictions you have had.

Any information given about convictions will be completely confidential and having a criminal conviction will not necessarily prevent you from working with us. Employment depends on the nature of the job and your offences.

I have spent criminal convictions to declare. No

I have unspent criminal convictions to declare. No

Have you ever been cautioned or subject to a bind over order? No

If you have ever had any criminal convictions please provide full details on a separate sheet of paper and place inside a separate sealed envelope with your application form.

Please mark this envelope for the attention of Kathryn Maynard Operations Manager only.

7. DECLARATION

The information you provide in this form will be used by Soul Survivor Watford to evaluate your application for employment. Your contact details will also be held centrally and will be used to contact you regarding your availability to work.

If your application is unsuccessful your data will be retained for a maximum of six months and will then be destroyed.

Please read the following declaration and sign below:

I declare that the information provided in the whole of this application form is true, accurate and complete and I consent to all personal and sensitive data about me being stored and used for business purposes by Soul Survivor Watford.

I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

Signature: _____ **Date:** _____

OR

If you have completed this form on your computer please tick this box to confirm you agree to the declaration

Please send this completed application form by email to info@soulsurvivorwatford.co.uk