



Application for Employment

Complete all questions.

A DBS WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE

POSITION APPLIED FOR:

Where did you see this job advertised? (Headway UK, HBS, website / newspaper / Indeed / job centre etc)

Have you ever applied for a job at Headway Birmingham & Solihull – What position and what was the outcome?

PERSONAL DETAILS

Surname (block letters)

Preferred title:

First name(s)

Home Tel:

Address (including post code)

Office Tel:

.....

Mobile:

.....

Email:

CURRENT OR MOST RECENT EMPLOYER

Position held:

Notice required

Employer's name and Address:

Reason for leaving

Description of duties:

Date Started:

Salary or grade

Employers business:

Date left:

PREVIOUS EMPLOYMENT Please give details of employment over the last 10 years. Most recent first

FROM	TO	Employers Name & Address (give nature of business)	Position held	Reason for leaving

EDUCATION Please give details of all qualifications obtained long with grades and subjects

Name/address of school/college etc	From	To	Details	Date Obtained

--	--	--	--	--

PROFESSIONAL QUALIFICATIONS Held of being studied for

Prof body/university/institute obtained	From	To	Details	Date

SPECIALISED TRAINING OR RELEVANT COURSES

Course taken & details	Run by	Location	Date

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Level / type of membership	Details (Ref / type etc)	Expiry Date

SUPPORTING INFORMATION

Please give a concise account of any relevant further information to support your application.

This may include details of:

- ❖ responsibilities, achievements, experience or skills gained in previous employment that are relevant to this post
- ❖ what attracts you to this post

- ❖ what contribution you could make to this post
- ❖ details of any leisure or voluntary activities which may support your application
(continue on a separate page if necessary)

If you are invited for interview/offered the post do you need any help or support to assist you? **YES** ☐ **NO** ☐ please detail here:

Please disclose any relationship you may have to someone connected with Headway Birmingham and Solihull:

Name:

Relationship:

REFERENCES (Please supply two referees – one MUST be your current or last employer (school or college if student) and another in a professional capacity where possible (or character reference by someone non related who has known you for longer than two years). Referees may be consulted before interviews are arranged: please tick box if there are any that you would not wish to be consulted until a later stage ☐

1 – Name

2 – Name

Designation	Designation
Organisation	Organisation
.....
.....
Telephone No	Telephone No
Email	Email
Relationship	Relationship

Do you have a current full clean UK driving licence? YES / NO Since what date have you been driving?..... Do you have/are able to get Business Insurance on your vehicle?.....

Please give details of any driving convictions / penalty points etc

Do you own a car? YES / NO Proof of driving licence and business insurance will be required

Do you need a Work Permit to work in this country? YES / NO

CRIMINAL CONVICTIONS

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)

Notice to Applicants

As the nature of the work for which you have applied involves direct contact with vulnerable people, we are obliged to ask you, in connection with this application, to disclose any convictions, including those which otherwise might be considered "spent".

In the event of your being offered a position with Headway Birmingham and Solihull, we will immediately request a DBS check.

Therefore, failure to disclose such convictions could result in dismissal or disciplinary action.

Any information given will be treated as strictly confidential and will only be used in relation to an application for positions to which the Exception Order applies.

Do you have any criminal records to declare? YES/NO

This includes, sentence, bind-over, caution, discharge, probation, conviction

Are there any current criminal proceedings against you? YES/NO

If you have answered Yes to either of these 2 questions, please give FULL details on a separate sheet and attach

DECLARATIONS

I declare that the information on this form is true and complete.

I understand that any wilful misstatement or omission renders me liable to dismissal if engaged.

I also understand that appointment may be subject to a satisfactory medical examination and police check.

I have the right to work in the UK

Signature..... Date.....

Do you have ANY other employment which you would intend to continue with even if your application to HBS was successful? Please give full details:

Please return your completed application form to personnel@headway-bs.org.uk or via post to: Personnel Department, Headway Birmingham & Solihull, Leighton House, 20 Chapel Rise, Birmingham Great Park, Rednal, Birmingham, B45 9SN