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| The Amber Foundation Job Application Form |

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| Role applied for: |  | Location: |  |

Please write clearly in black ink or type.

### Confidential

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Surname: | |  | | | First Name: |  | | Former surnames if different: | |  | | | Title: |  | | Address: | | | | | Tel No (home): |  | |  |  | |  | | | | | Tel No (mobile): |  | | Town | | | Post Code | | Date of Birth |  | | E-Mail address: | | |  | | Nat. Insurance No: |  | | Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Do you need a work permit to be employed in the UK? | | | Yes  No | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | | | Where did you learn of the post? | | | | Facebook       Instagram       Twitter       Linkedin  Website       Other | | | |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**   |  |  |  | | --- | --- | --- | | Secondary School / College / University | Examinations taken | Result | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| |  | | --- | | Professional Qualifications currently held: how obtained and grade: |  |  | | --- | | Other relevant Educational or Training Courses: | |

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| **3. PRESENT POST**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Title of Post: |  | | | Salary/Grade: | |  | | Name of Employer: |  | | | Business of Employer: | |  | | Address: | | | | Date Commenced: | |  | | Date Ended (if applicable): | |  | |  | | | |  | |  | | Town | | Post Code | |  | |  | | Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | | | Reason for leaving or wishing to leave: | | |  | | | | | Period of notice required to terminate present employment: | | | | |  | | | Please notify us of any dates you are available for interview: | | | | | | | |

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| **4. PREVIOUS EMPLOYMENT**  (Please use continuation sheet if necessary.)   |  |  |  |  | | --- | --- | --- | --- | | Name and Address of Employers | Position(s) held and Dates | Reason for leaving | Final grade/salary | |  | From  To |  |  | | Description of duties: | | | | |  | | | | |  | From  To |  |  | | Description of duties: | | | | |  | | | | |  | From  To |  |  | | Description of duties: | | | | |  | | | | |  | From  To |  |  | | Description of duties: | | | | |  | | | | | Have you had any material gaps in your employment history? Y / N. If yes, please provide relevant details: | | | | |

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| **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB** |

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| **6. OTHER INFORMATION**   |  |  |  |  | | --- | --- | --- | --- | | What activities outside work interest you? (State any positions held you consider relevant.) | | | | | Do you hold a current driving licence? | Yes  No | Do you own a car? | Yes  No |  |  | | --- | | Equality Act 2010 |   A separate form will be issued to you regarding your health. This is solely to:   * Establish requirements/adjustments for interview/assessment * Establish ability to carry out a function intrinsic to the work * Monitor diversity * Check a disability required for the job.   This form will be treated as strictly private and confidential  All applicants are required to provide evidence of any qualifications relevant to the position advertised, either in the form of original certificates, or by contacting the relevant Examination Board if certificates cannot be produced.  Any employment offer will be conditional upon valid evidence of qualifications and the offer may be withdrawn if this is not supplied within a reasonable timescale.  If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of Amber at any stage during employment then the individual will be subject to disciplinary action and may be liable to dismissal. |

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| **7. REFERENCES**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Referee 1 | | | | Referee 2 | | | | | | Title (Mr, Mrs etc): |  | | | Title (Mr, Mrs etc): |  | | | | | Full Name: |  | | | Full Name: |  | | | | | Job Title: |  | | | Job Title: |  | | | | | Organisation: |  | | | Organisation: |  | | | | | Address: | | | | Address: | | | | | |  | | | |  | | | | | | Town | | Post Code | | Town | | Post Code | | | | Tel No: |  | | | Tel No: |  | | | | | E-mail address: |  | | | E-mail address: |  | | | | | Fax No: |  | | | Fax No: |  | | | | | Please state if we may obtain this reference prior to interview. | | | Yes  No | Please state if we may obtain this reference prior to interview. | | | Yes  No | |

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| **8. DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.  I understand that Amber will carry out (if the job requires) a DBS (Disclosure & Barring Service) check, should I be successful in my application. Due to the vulnerability of the young people that Amber helps, I agree to disclose details of any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. These should be included on a separate sheet.  All “offers of employment”, where necessary, are subject to a satisfactory DBS check.  Please see our website [www.amberweb.org](http://www.amberweb.org) for the Employee Privacy Notice. | | | | | Signature: |  | Date: |  | | Name: |  |  | | | The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act and will be processed solely in connection with recruitment.  Once completed, please return this form to: Wendy Murkin, HR Administrator, The Amber Foundation, Ashley Court, Chawleigh, Devon, EX18 7EX. Email: [wendy.murkin@amberweb.org](mailto:wendy.murkin@amberweb.org).  The Amber Foundation is a registered charity with The Charity Commission, number 1051388. The Amber Foundation is a charitable company limited by guarantee, registered in England & Wales. Registered company number 3004111. | | | | |