**Imagine Act and Succeed Application for employment**



IAS is committed to safeguarding and promoting the welfare of adults at risk and expect our staff to share these values. We are committed to treating all applicants equally and fairly based on skills, experience, and ability to fulfil the duties required of the role. This is regardless of any protected characteristics (ethnicity, gender or gender re- assignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us all the relevant information requested in this application form. All information provided will be treated in the strictest confidence.

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| **Post details** | | | | |
| Post applied for | |  | | |
| Where did you see the post advertised? | |  | | |
| **Personal details** | | | | |
| First name(s) |  | | Last name |  |
| Address |  | | Home number |  |
| Mobile number |  |
| Email |  |

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| **Education** | | | | |
| Please include all periods of any post-secondary education or training. | | | | |
| School/college/university | Dates | Qualifications | Subject and grade | Full/part time study |
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| **Other relevant training or qualifications (please give details and dates)** | | | | |
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**Is there any disability, health problem or other factor which might affect your ability to undertake this post or would otherwise require IAS to make adjustments to your workplace? Please give details.**

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| **Employment history** | | | |
| Please provide full employment history in chronological order, including part-time and voluntary work as well as full time employment, with start and end dates.  IMPORTANT NOTE: When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details | | | |
| Employer’s name and address | Dates | Post held and duties | Reason for leaving |
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| **Gaps in employment, education or training history** | | |
| Please detail each period when you were not in employment or education training. | | |
| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| From: (DD/MM/YYYY) | To: (DD/MM/YYYY) | Reason for gap in employment education and training history |
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| **References** |
| Imagine Act and Succeed require references to cover the past five years. We also require information regarding gaps regarding employment during that period. We will ask for your reference details if you are successful at the interview stage. |

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| **Supporting statement** (please give details of your skills, abilities, experience and personal qualities to demonstrate how you meet the criteria in the person specification, using examples wherever possible) |
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| **Relationships** | | |
| Are you a relative or a partner of, or do you have a close personal relationship with any employee of Imagine Act and Succeed? | Yes | No |
| If yes, please state their full name, post title and place of work | | |
| Have you previously been employed or sought employment with Imagine Act and Succeed? | Yes | No |
| If yes, please provide details | | |

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| **Right to Work** | | |
| Do you require permission to work in the UK? (you will be required to provide evidence of eligibility to work in the UK) | Yes | No |

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| **Rehabilitation of Offenders Act 1974**  The provisions relating to the non disclosure of criminal convictions may not apply to the role you are applying for. An Enhanced Disclosure will be requested through the Disclosure and Barring Service for most posts. Please answer the question below and sign. If you mark yes, we will contact you for more information.  Have you ever been convicted of any criminal offences currently and /or do you have any criminal charges pending? Yes No  Signature ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_  In the event of employment any failure to disclose convictions could result in dismissal or disciplinary action by IAS. Any information given will be completely confidential and will be considered only in relation to an application for positions where such an exception is appropriate. Suitable applicants will not be refused employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. |
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| **Conduct declaration** | | | | |
| Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?  Sanctions may include: Warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration, or concerns reported as a person in a position of trust. | | | | Yes    No  N/A |
| If yes, please provide details and details of any sanctions and, the name and address of the regulatory or licensing body concerned. | | | | |
| Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you? Yes No | | | | |
| If yes, please provide details | | | | |
| Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you?  Yes No | | | | |
| If yes, please provide details | | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.  I understand that my personal information about me may be stored for personnel administrative purposes in accordance with Data Protection legislation, including UKGDPR/DPA 2018 and other UK legislation which supports it.  IAS will process the data you give us to determine your suitability for the role you have applied for as part of the recruitment process and the ongoing employment relationship if appointed.  In submitting this form, I give my authority for use of my personal data for the purposes outlined above. | | | | |
| Signature |  | Date |  | |
| Failure to provide accurate and truthful information is considered a serious matter. If it becomes apparent that inaccurate or incomplete information has been provided or there has been serious misdirection or intent to deceive then it will result in an application being disqualified or, if appointed, disciplinary action being taken and/or dismissal.  All information on this form will be treated in strictest confidence and used to process your application for employment. If appointed, this application will form the basis of your personal file and information on this may be held electronically. If you application is unsuccessful your details will be kept for a period of 12 months and then destroyed. | | | | |