



JOB APPLICATION FORM

We recommend you read the job description and key personal characteristics **carefully** before completing this application form. This information will help you provide us with the information we require to assess if your skills and experience are suitable.

Where possible always provide examples of how your skills and experience match the requirements of the post.

www.freshfutures.org.uk

01484 519988

#freshfutures

FRESH FUTURES Job Application Form

Please complete all sections of this application form by **typing into the answer boxes** throughout. Information will be treated in the strictest confidence. If you're filling this in from a mobile phone, you **may** need to download the free Adobe Acrobat app first. Your CV may be attached in support of the application but will not be considered as a replacement for a fully completed application form.

Post Applying For:

Closing Date:

D	D	M	M	Y	Y
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YOUR DETAILS

Full Name:

Address:

Mobile tel no:

Home tel no (if applicable):

Email address:

National Insurance Number:

X	X	X	X	X	X	X	X	X
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Available to start work from (approximately):

D	D	M	M	Y	Y
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Eligibility to work in the UK:

You will be asked to provide evidence of your right to work in the UK. To the best of your knowledge, do you currently have the right to work in the UK?

Yes

No

YOUR INTEREST IN US

Please briefly explain why you are interested in the role you are applying for.

Please detail below why you are interested in working for Fresh Futures. Please include a brief overview of why you believe you are a good fit for the organisation. Please include any personal qualities that you feel you could bring to the role and Fresh Futures.

SKILLS AND EXPERIENCE

After reading the job description and key personal characteristics, please use this space to provide examples of how your skills and experiences meet the requirements of the job. Please also give any further relevant information.

EMPLOYMENT HISTORY

Please outline your full career history in chronological order, starting with the most recent. Please briefly detail your main responsibilities within each role. You should include any voluntary posts or other relevant positions of responsibility held.

Employer:

Dates of Employment:

Job Title:

Reason for leaving:

Main responsibilities and achievements:

Employer:

Dates of Employment:

Job Title:

Reason for leaving:

Main responsibilities and achievements:

Employer:

Dates of Employment:

Job Title:

Reason for leaving:

Main responsibilities and achievements:

Please outline the reason(s) for any career breaks below:

REFERENCES

Please provide the name of two referees, one of which must be your most recent or current employer and the other should be from a previous employer. If you have only worked for one employer, please give the details of a personal referee for a character reference.

We cannot accept a reference from a family member or a current Fresh Futures employee.

References will be requested at job offer stage.

REFEREE 1 (must be current/most recent employer)

Full Name:

Company:

Job Title:

Relationship to you (i.e. Line Manager/Director):

Contact number:

Email address:

Address:

REFEREE 2 (must be from a previous employer)

Full Name:

Company:

Job Title:

Relationship to you (i.e. Line Manager/Director):

Contact number:

Email address:

Address:

PLEASE NOTE:

Besides taking up references from your named referees, references may also be sought from previous employers. If you have any concerns about this, please contact the Recruitment Manager.

For roles within Brian Jackson College only: as part of our recruitment process, and in line with the 'Keeping Children Safe in Education' guidelines, we may perform online searches on shortlisted candidates. This includes reviewing publicly available information on social media and other online platforms.

CRIMINAL CONVICTIONS

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. For roles that fall within that order, applicants will be required to complete an additional declaration form.

Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies. For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand, or warning this may lead to dismissal or disciplinary action by the Charity.

Do you have any convictions, cautions, reprimands or final warnings that are unspent under the Rehabilitation of Offenders Act 1974?

Yes

No

Are there any matters pending??

Yes

No

If you have answered 'Yes' to either of the above questions, please give more details below:

DATA PROTECTION

All the information collected in this form is necessary and relevant to the job applied for. We will use the information provided by you on this form for recruitment purposes only. Your information may also be anonymised and used for recruitment-related metrics.

Fresh Futures will treat all personal information with the utmost confidentiality and in line with current data protection legislation. For more information on how we use the information you have provided, please see our privacy notice, which is located at www.freshfutures.com

DECLARATION

I declare that all the particulars given in this application form are correct and I have not withheld any facts which would unfavourably affect my application. I understand that failure to complete the form fully and accurately may affect my short listing, or, in the event of employment, result in disciplinary action or dismissal.

I agree to the Recruiting Manager using my personal details to contact me to advise me of the status of my application.

I agree to all necessary checks including Disclosure and Barring Service or other screening procedures.

Signature:

Date: