

The **Basement** Project

APPLICATION FORM CONFIDENTIAL

*Please use black ink or typescript as it will be necessary to photocopy your application.
Please complete in full. DO NOT submit a CV as an alternative to any part of the form.
Applications received after the closing date will not be considered.*

POST APPLIED FOR

Job Title	
Reference Number (from advert)	
Project/Central Services Department	
Where did you hear about this job? If an advertisement, please state which publication.	

SECTION A

Surname		Initials	
Home Address			
Telephone Nos.	Home:	Work:	Mobile:
Email address			
Do you hold a full current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
N.I. No.		Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION B

PRESENT OR MOST RECENT EMPLOYMENT

Employer:	
Address:	
Position Held:	Start Date:
Date Left (if applicable):	Reason for leaving/wanting to leave:
Basic Salary:	Other Benefits:
Please give brief details of your present duties:	

PREVIOUS EMPLOYMENT (Start with most recent, continue on a separate sheet if necessary)

Name and Address of Previous Employers	Position Held and Main Duties	Dates Employed Mth/Yr From To	Salary, Grade and Benefits	Reason for leaving

SECTION C

Examinations passed and professional qualifications obtained with grades and dates including current studies if any. Medical staffs, please state PIN No/Registration No. and renewal date.

Name of School/College/Polytechnic / University or Professional Body	Subject	Qualifications e.g. GCE, CSE, GCSE and Membership Grade (Please state if membership gained by examination)	Grade	Date

SECTION D

The Role Profile lists a number of key areas of knowledge, skills and experience essential to this post. Please demonstrate how you meet each of these requirements. You may also include:

- i) details of any relevant experience gained either at work, home or in a voluntary capacity
- ii) details of any relevant training/education you are undertaking or have previously undertaken.

THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those RELEVANT to do the job. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

Please continue on another sheet of paper if necessary, but restrict your answer to 2 additional sides of A4.

SECTION E

REFERENCES

Please give the name and address of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. If school/college leaver, give the Head Teacher/Tutor etc. You should not give relatives as referees. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given, and to comment on your ability to do the job. Internal candidates should give the name of their current Line Manager.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:

We will not contact referees without your permission, and never before interview stage

SECTION F

REHABILITATION OF OFFENDERS ACT 1974

The post for which you are applying is exempt from the provisions of the above Act. You are therefore **not** entitled to withhold **any** information about convictions you may have had including any "spent" convictions. Any information you do disclose will be kept in strict confidence and will be used only in consideration for your suitability for the post for which you are applying. In the event of employment, any failure to disclose convictions may result in disciplinary action or dismissal. You must also disclose if you are currently subject to any kind of probation or supervision order.

Do you have anything to disclose? YES NO

If you have ticked yes, please place full details of the offence and outcome in a sealed envelope and attach the envelope to the Diversity Monitoring Form.

SECTION G

DECLARATION

Whilst considering applications from individuals who have in the past misused alcohol or drugs it would be inappropriate for someone to provide support and counselling to someone trying to stop or control their misuse, who is him/herself still misusing alcohol and/or drugs or has only recently stopped. Therefore, anyone applying to work for The Basement Recovery Project must be able to declare that at the time of his/her application s/he has not used alcohol problematically or used drugs, in this context this includes medication for withdrawal from drugs, within the last 12 months. This period will be reduced by 6 months if s/he has successfully completed a treatment programme of at least 13 weeks duration. Applicants who have been through the Criminal Justice System must also be 2 years post-licence. Please sign the declaration:

I declare that I have not used alcohol problematically or used drugs within the last 12 months and that I am two years post-licence (where applicable).

The particulars I have set out on this application form are true in all respects.

Signature of applicant _____ **Date** _____