**Name:**

**Address:**

**Tel No**

**Mobile No:**

**Email Address:**

**Educational Achievements, Examinations Passed, and Dates.**

|  |  |  |
| --- | --- | --- |
| **Qualification Achieved****e.g. GCSE,** **‘O’ or ‘A’ level** | **Subject and Grade** | **Date passed** |
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**Further Education and/or Training with Dates.**

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| --- | --- | --- |
| **Level e.g NVQ, Vocational Qualification.**  | **Subject/Topic** | **Date passed or attended** |
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| **Training Courses** | **Subject/Topic** | **Date passed or attended** |
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**Please continue on a separate sheet if necessary.**

### PRESENT EMPLOYMENT

**Job Title:**

**Outline of duties:**

**Date appointed:**

**Current salary:**

**Employer/Company name:**

**Employer’s address:**

**Reason for leaving if appropriate:**

**Length of resignation notice required if appropriate**

**PREVIOUS EMPLOYMENT**

**Full employment history required and please explain any gaps in employment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Date:** **From-To**  | **Job Title** | **Outline of Duties** | **Reason for Leaving** |
|  |  |  |  |  |
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**Please continue on separate sheet if necessary.**

**REFERENCES**

Please give the names, addresses and occupation of two referees, one of whom should be your present employer.

Chester Link will not contact any referees unless a post is offered. Offers of appointment will be subject to satisfactory references and DBS check.

**Referee 1**

Name:

Address:

Email address:

Occupation:

**Referee 2**

Name:

Address:

Email address:

Occupation:

**PERSONAL CIRCUMSTANCES**

#### Total number of days absent from work during the last 12 months.

#### Have you suffered any serious illness or accident in the last five years? Yes/No

#### If yes to above, please give details. This will be kept in confidence

Have you a clean driving licence and use of a car? **Yes/No**

Have you been the subject of any disciplinary procedure in the last 12 months?

**Yes/No**

Is there anything else we need to know?

# **REASONS FOR APPLYING FOR THIS POST**

Please give the reasons for applying for this post and what qualities and experience you have which make you a good candidate. Please refer to the job description. Continue on a separate sheet if necessary.

# **ADDITIONAL INFORMATION**

Please describe your closest relationship with a person with Learning Disabilities and/or Autism and how this has influenced your work.

Describe how you are involved in your local community; what groups or associations you may be involved with, or any volunteering you have undertaken.

**REHABLITATION OF OFFENDERS**

Because of the nature of this post, it is exempt from the Rehabilitation of Offenders Act 1974. It is therefore necessary that you answer the following questions.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

**Yes/No**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **Yes/No**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

You will be required to give details if you are short-listed for interview. Any information given by you will be kept in strict confidence.

The requirements of this post are such that you will be required to undergo a DBS (Disclosure and Barring Service) check at an enhanced level

**Is there anything else we need to know?**

**Have you been recommended by a current member of staff?**

**Please give their name.**

##### DECLARATION

*I declare that the information on this form is, to the best of my knowledge, correct. I understand that any statement found to be false could lead to the withdrawal of any offer, or dismissal if already appointed. I understand that any offer of a post is subject to satisfactory references, Enhanced DBS check and on an assessment of my fitness for the work.*

*Signature*

*Date*

### EQUALITY AND DIVERSITY POLICY

Chester Link is an Equal Opportunities employer. To enable us to monitor our policy and for that purpose only, please provide the following information.

**ETHNIC ORIGIN**

### White

* English, Welsh, Scottish, Northern Irish or British
* Irish
* Gypsy or Irish Traveller
* Any other White background

### Mixed or Multiple ethnic groups

* White and Black Caribbean
* White and Black African
* White and Asian
* Any other Mixed or Multiple ethnic background

### Asian or Asian British

* Indian
* Pakistani
* Bangladeshi
* Chinese
* Any other Asian background

### Black, African, Caribbean or Black British

* African /
* Caribbean
* Any other Black, African or Caribbean background

### Other ethnic group

* Arab
* Any other ethnic group

This section will not be used by interviewers, or in connection with the selection of applicants.