

Employ My Ability Application Form

Vacancy applied for:

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| Section 1 Personal details |

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| Title: |  | Last Name: |  |
| **First Names:** |  |

|  |  |
| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |
|  |
| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes | [ ]  | No | [ ]  |

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| --- | --- | --- | --- | --- |
| **Do you hold a full UK driving license and have access to a car?**  | Yes | [ ]  | No | [ ]  |

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| **Section 2 Health** |

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| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes | [ ]  | No | [ ]  |

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

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| **Section 3 Declaration** |
| * I confirm that the information provided in this application form is truthful and accurate.
* I have omitted no facts that could affect my employment.
* I understand that any false misleading statements could place any subsequent employment in jeopardy.
* I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.
* I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

In addition, for applicants to Tutor or Learning Support Worker vacancies only: * I confirm that I understand that it is an offence under the Safeguarding Vulnerable Groups Act 2006, to apply for the role if I have barred from engaging in regulated activity relevant to children.

**SIGNED: DATE:****PRINT NAME:** |
| Employ My Ability undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.  |

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| **Section 4 Personal Relationships** |
| Please advise below if you are related to any current student, service user or member of staff. |

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| **Section 5 References** |

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| **Please give the names and addresses of your two references.****Reference 1 must be your most current or most recent employer - If the current/most recent employment does/did not involve work with young people /vulnerable adults, then the second reference should be from the employer with whom the applicant most recently worked with young people/vulnerable adults****Reference 2 should also be a previous employer; where this is not possible, a personal referee may be given. This person is someone who is over 18 and of good standing within the community, i.e., someone who could sign a passport photograph.****EMA does not accept open references, testimonials or references from relatives****(NB. References will only be taken up if you are offered and accept employment with us)** |

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| --- | --- |
| **Reference 1** | **Reference 2** |
| **Name** |  | **Name:** |  |
| **Their position****(Job Title)** |  | **Their position****(Job Title)** |  |
| **Work Relationship** |  | **Work or other Relationship** |  |
| **Organisation** |  | **Organisation** |  |
| **Date Employed from** |  | **Date Employed from** |  |
| **Date Employed to** |  | **Date Employed to** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Post Code** |  | **Post Code** |  |
| **Telephone No.** |  | **Telephone No.** |  |
| **Email Address** |  | **Email Address** |  |

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| **Section 6 Education and training** |

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| --- | --- | --- |
| **Date**  | **Name of school / provider** | **Examinations / training undertaken and Qualifications gained**  |
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| **Section 7 Employment Record** |

**Please list chronologically, starting with current or last employer**

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| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Date From:**  | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
|  |  |  |  |  |

(Continue on another sheet as necessary – please fill completely and leave no gaps in your employment history)

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| **Section 8 Personal Statement** |

Please tell us, in under 500 words, why you’re interested in this position and what knowledge, skills and attributes you’d bring to the job:

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**Please return this application form to us at:**

**Employ My Ability**

**The Walled Garden**

**Moreton**

**Dorset**

**DT2 8RH**

**Or Email:- admin@employmyability.org.uk**