| A black background with a black square  Description automatically generated with medium confidence | Application Form  **You must complete all sections of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae will not be accepted. Guidance Notes are included to help you complete this form.** |
| --- | --- |

| Position applied for: |  | Closing date: |  |
| --- | --- | --- | --- |
| Where did you first learn of this vacancy? | | | |

**Personal Details and Contact Details**

| Title:      Surname:      Forenames (in full): | | | | |
| --- | --- | --- | --- | --- |
| Please also provide details of any former names (if applicable) | | |  | |
| Home Address: | | Telephone No: | |  |
| National Insurance No:  (we won't run any checks using this number, we simply use it as an identifier if two candidates have the same name) | |  |
| Post Code: |  | e-mail: | |  |

**Entitlement to work in the UK**

| All applicants will be asked at interview to provide documentary evidence of their right to work in  the UK – do you have any restrictions that apply to you? **Yes\*** **☐** **no** **☐**  \*If yes – please give details of any restrictions: |
| --- |

**References**

### Please give details of two people we may contact for a reference if you are selected for the role. Your referees should have knowledge of you in a working environment, either paid or unpaid.

| **Referee 1 (current or most recent employer)** | | **Referee 2** | |
| --- | --- | --- | --- |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| In what context do you know this referee? | | In what context do you know this referee? | |
| Post Code: |  | Post Code: |  |
| Telephone No: |  | Telephone No: |  |
| E-mail: |  | E-mail: |  |

**Current Employment** (or last employment if not currently employed)

| Employer Name: |  | | |
| --- | --- | --- | --- |
| Employer Address: |  | | |
| Post Title: |  | | |
| Start date (dd/mm/yyyy): |  | End date (dd/mm/yyyy): (if applicable) |  |
| Please give a brief description of current duties, responsibilities and achievements: |  | | |
| Will you be remaining in this post? |  | | |

1. **Previous Employment** (please list all your employment history and continue on an additional sheet if necessary.)

| Name and address of Employer | Job Title | Start Date (dd/mm/yyyy) | End Date (dd/mm/yyyy) | Reason for Leaving |
| --- | --- | --- | --- | --- |
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**Gaps in Employment**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

| From: (mm/yyyy) | To: (mm/yyyy) | Reason for gap |
| --- | --- | --- |
|  |  |  |
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**Education**

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

| Secondary and Further Education (please list in chronological order and start / finish dates mm/yyyy) | Level | Subjects | Grade/  Result | Year  Obtained  (yyyy) |
| --- | --- | --- | --- | --- |
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**Other training and development (including professional, vocational or job related training)**

| Title and brief description of course | Date |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**Membership of Professional Associations or Statutory Body**

| Organisation Name | Level of Membership/Role/Registration No. (if applicable) | | | Registration Date | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | | |
|  |  | | |  | | |
|  |  | | |  | | |
| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. \*If Yes – please provide details in a sealed envelope and attach with this form | | Yes\* | ☐ | | No | ☐ |

**Reasons for applying for this post**

| This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet each of the selection criteria in the person specification (where provided) for the role. Please provide examples which that are relevant to the role you are applying for:  Please continue overleaf if necessary…… |
| --- |

**Reasons for applying for this post cont’d….**

| Please use additional sheets (if necessary) and attach to this form |
| --- |

**Additional Information**

| Please confirm whether this will be your only employment? | Yes | ☐ | | No\* | | | ☐ |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \* If no, provide details including days and hours worked and whether full- or part-time: | | | | | | | |
| Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment? | Yes \* | | ☐ | | No | ☐ | |
| Have you been dismissed from any previous employment? | Yes \* | | ☐ | | No | ☐ | |
| \* If yes, please indicate which employment and specify the reasons for your disciplinary / dismissal (use a separate sheet if necessary):  ***If you are short-listed for interview the panel will discuss this with you and your current or previous employers.*** | | | | | | | |
| **If you are related to anyone at LMK, please provide details (refer to notes below):** | | | | | | | |

1. **DBS Check:**

Due to the nature of our work at LMK, all employees, volunteers and consultants who work for us must have a valid DBS check. The level of check required depends on the nature of the role at LMK. If you are shortlisted for an interview, you will be asked to complete a DBS self disclosure form. If you are offered a role at LMK, the offer will be subject to a full DBS check.

Having a criminal record will not automatically prevent an individual from being involved in the charity - such applicants will be treated fairly and will not be automatically discriminated against because of a conviction or other information revealed. Assessments will be made based on relevant factors including the nature of the role and its contact with children and / or adults at risk, professional suitability and the circumstances, nature and background of the offence(s). LMK is committed to the principle of equal opportunities and will ensure compliance with our legal obligations in respect of our recruitment practices and our duty to safeguard and protect children and adults at risk, which is paramount.

**B) Safeguarding Declaration**:

| I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.     Signed: Print Name:    Date: |
| --- |

**C) General Declaration**

| I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution     Signed: Print Name:    Date: |
| --- |

| **Availability:**  Are there any dates when you are not available for interview? |
| --- |
| **PLEASE RETURN THIS FORM TO**: [info@justletmeknow.org](mailto:info@justletmeknow.org) |

**Data Protection**

In line with the General Data Protection Regulations 2018 (GDPR), LMK will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

**EQUAL OPPORTUNITIES MONITORING FORM - IS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)**

Please help LMK prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

**Personal Details:**

| Post Title: | Post No: | | |
| --- | --- | --- | --- |
| First name(s): | Surname: | | |
| Date of Birth: | Male: ☐ | Female: ☐ | Non-binary ☐ |
| Other: ☐ | Prefer not to say: ☐ | |
| **Ethnic Origin/Nationality:** **My Ethnic Origin is:**     | **White** | **Mixed** | **Asian** | | --- | --- | --- | | 01 British | 21 Black and White Caribbean | 41 Indian or British Indian | | 02 Irish | 22 Black and White African | 42 Pakistani, British Pakistani | | 19 Other white | 27 Chinese and White | 43 Bangladeshi, British Bangladeshi | |  | 28 Any other mixed background | 44 Other Asian, British Asian | |  |  |  | | **Black** | **Other** |  | | 61 Caribbean | 81 Chinese | 99 Prefer not to say | | 62 African | 85 Any Other |  | | 63 Other Black or Black British | |  | |  | |  | | | | |
| **Sexual Orientation:**  Bisexual or Pansexual ☐ Gay or lesbian ☐ Straight / Heterosexual ☐  Other ☐ Prefer not to say ☐ | | | |
| **Religion** (please tick one box only; categories determined by Office of Population Census and Surveys):  Christian ☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐  Sikh ☐ All other religions, beliefs or faiths ☐ No religion ☐ Prefer not to say ☐ | | | |
| **Disability:**  The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.  Do you consider yourself to be disabled? Yes ☐ No ☐  If Yes, what is the nature of your disability?      If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements: | | | |
| It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve our approach. | | | |

**ADMIN – FOR OFFICE USE ONLY**

| Has applicant completed self-disclosure form | Yes / No |
| --- | --- |
| Has applicant provided 2 references | Yes / No |
| Is one reference from most recent employer | Yes / No |
| Is employment history fully complete and without any gaps | Yes / No |
| Is National Insurance number provided | Yes / No |

**If answered No to any of the above, refer back to applicant before progressing to interview**

Any queries to be addressed at interview stage