**HYDE PARK SOURCE APPLICATION FOR EMPLOYMENT**

# PRIVATE AND CONFIDENTIAL

|  |
| --- |
| **Return address:** **info@hydeparksource.org****Hyde Park Source****2 Rosebank Road****Leeds****LS3 1HH**The front page of this application will be removed and kept in a confidential file to ensure equal opportunities for each applicantPOSITION APPLIED FOR:  |
| Surname | **Forename(s)** | **Title** |
| **Address** |
| **Telephone** **number** | **Email** |
| REFERENCES**Please note here the names and addresses of two persons from whom we may obtain character and work experience references.** |
| 1. **Current/ last employer\***

**Name:****Company:****Address:****Telephone:****\*Do you agree to have your references checked should you be shortlisted for interview?**  | 1. **Character reference\***

**Name:** **How do they know you:****Address:****Telephone:****YES NO**(If NO, we may contact you to discuss this) |
| **Current YES NO****driving Groups:****licence? Expiry Date:** | **Details of endorsements:** |
|  |
| REHABILITATION OF OFFENDERS ACT 1974 |
| **Hyde Park Source meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a DBS check. This will include details of cautions, reprimands or final warnings, as well as convictions. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the result in provisions of the Act, and, in the event of employment, any failure to disclose such convictions could dismissal or disciplinary action by Hyde Park Source. Any information given will be completely confidential and will be considered only in relation for purposes to which the order applies.** |
|  |  |   |   |   |
| **Do you have a criminal record?** |  | **Yes** |  | **No** |
|   |  |  |  |   |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on you suitability for this post?** |  | **Yes** |  | **No** |
|   |  |  |  |   |
| **If your answer is 'yes' to either of the above, please provide full details, including dates of the offence(s) and conviction(s) on a separate piece of paper and return with your application in a sealed envelope marked 'Private & Confidential'.****For those candidates invited for an informal interview relevant criminal records will be discussed to assess job related risks. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining this position.** |

# PRIVATE AND CONFIDENTIAL

As an organisation using the DBS Disclosure Service to assess applicants’ suitability for positions of trust, Hyde Park Source complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

|  |
| --- |
| WORK PERMIT |
| **I am eligible to work in the UK and do not require a work permit. (Y/N)** |  |
| **I require a work permit for employment in the UK and hold a permit that will allow me to work for two or more years. (Y/N)** |  |

# PRIVATE AND CONFIDENTIAL

|  |
| --- |
| DECLARATION |
| **We must interpret strictly and impartially the prescribed conditions regarding eligibility to work in the UK and qualifications, but it is not possible to investigate eligibility of every candidate before we interview. You should, therefore, satisfy yourself that you are eligible before you apply. If you are uncertain about any aspect of your eligibility please consult us.** **Data Protection: We take our obligations under data protection legislation seriously. These require us to explain how the data you provide on the application form and any other data, which may be created in connection with your application, may be used. Any data about you will be held in secure conditions, with access restricted to those who need it in connection with dealing with your application and selection processes, but in these circumstances, all data will be anonymous.** **I declare the information I have given is, to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I have been added to Hyde Park Source’s sessional worker bank, that I may be dismissed for withholding relevant details or giving false information.** |
| **SIGNED: DATED:** |

**Application Information**

|  |
| --- |
| Qualifications and training  |
|   |

**EMPLOYMENT HISTORY (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From – To(Month and Year) | **Name and address of employer** | **Job title and duties** | Start/finish**salary** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Notice required in current post** |  |

**OTHER EMPLOYMENT AND/ OR STUDY**

|  |
| --- |
| Please note any other employment and/ or study you would continue with if you were to be successful in obtaining this position. |
| LEISURE |
| Please note here your leisure interests, sports and hobbies, other interests |
| **PERSONAL STATEMENT****YOU MUST** relate your application to the requirements set out in the person specification. Please ensure that you write about your experiences, skills and attitude **in this order.**Please only write up to **1000 words.** |