

Application Form

Please complete this form and return it on or before the closing date specified in the advertisement. Late applications will not be considered. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements set out in the person specification.

All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

POSITION APPLIED FOR

PERSONAL DETAILS

Forename(s)

Preferred title

Surname

Date of birth (if under 18)

Address

Postcode

Email

Telephone number (Home)

Telephone number (Mobile)

CURRENT EMPLOYMENT OR ACTIVITY

Name and location of employer and nature of business	From / To	Job Title/ Job Function / Description of responsibilities (State if full or part time)

Reason for seeking other employment

Please state when you would be available to take up employment if offered

PREVIOUS EMPLOYMENT AND/ OTHER ACTIVITIES DURING THE LAST TEN YEARS (Please start with the most recent)

Name and location of employer and nature of business	From / To	Job Title/ Job Function / Description of responsibilities (State if full or part time)	Reason for leaving

EDUCATION (Secondary/ Further/ Higher Education)

Name and type of Institution (State if full or part time)	From / To	Subjects taken and qualifications gained (Specify grades or degree class obtained)

TRAINING

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

OTHER RELEVANT SKILLS, INTERESTS OR EXPERIENCES

Please use the space below to give details of any other relevant skills, interests or experience relevant to the post. E.g. Computer skills, additional languages, membership of professional bodies (if applicable), volunteering, etc.

SUPPORTING INFORMATION

In support of your application please give details along with examples, which demonstrate your knowledge, skills and attributes relevant to the person specification.

ADDITIONAL INFORMATION

Do you have any unspent convictions? Yes No

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974.

Do you consider yourself to have a disability? Yes No

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

Do you have the right to work in the UK? Yes No

Note: Lighthouse will require proof of this before an offer of employment can be made, as required by the Asylum and Immigration Act 2006.

REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval. Referees will automatically be approached when a job offer has been made and accepted.

Name

Company / Position

Address

Postcode

Email Address

Nature of Relationship

Name

Company / Position

Address

Postcode

Email Address

Nature of Relationship

DECLARATION OF INFORMATION

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.4.

Signature

Date

Please return your completed form by post to: **HR Department, Lighthouse, 21 Kingland Road, Poole, Dorset BH15 1UG**

Please return your completed form by email to: **hr@lighthousepoole.co.uk**

HR enquires: **01202 280000**

Please complete the separate monitoring form enclosed.