



## Application Form

<b>Post applied for</b>	
Please tell us where you heard about this vacancy	

### Personal details

<b>First name(s)</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Telephone no.</b>	
<b>Email address</b>	

### Most recent employment (paid or unpaid)

<b>Name of organisation</b>	
<b>Job title</b>	
<b>Length of service</b>	
<b>Current or last salary/wage (if any)</b>	
<b>Period of notice required</b>	
<b>Leaving date if now not working</b>	
<b>Give a brief outline of your responsibilities</b>	
<b>Reason for leaving (or for seeking other employment)</b>	



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**Educational and professional qualifications**

Qualifications obtained	Institution where study took place

**Relevant training undertaken**

Training description	Training provider

**Previous employment (paid or unpaid)**

Name and address of previous employers	Job title, description of duties & final salary	Length of service & reason for leaving

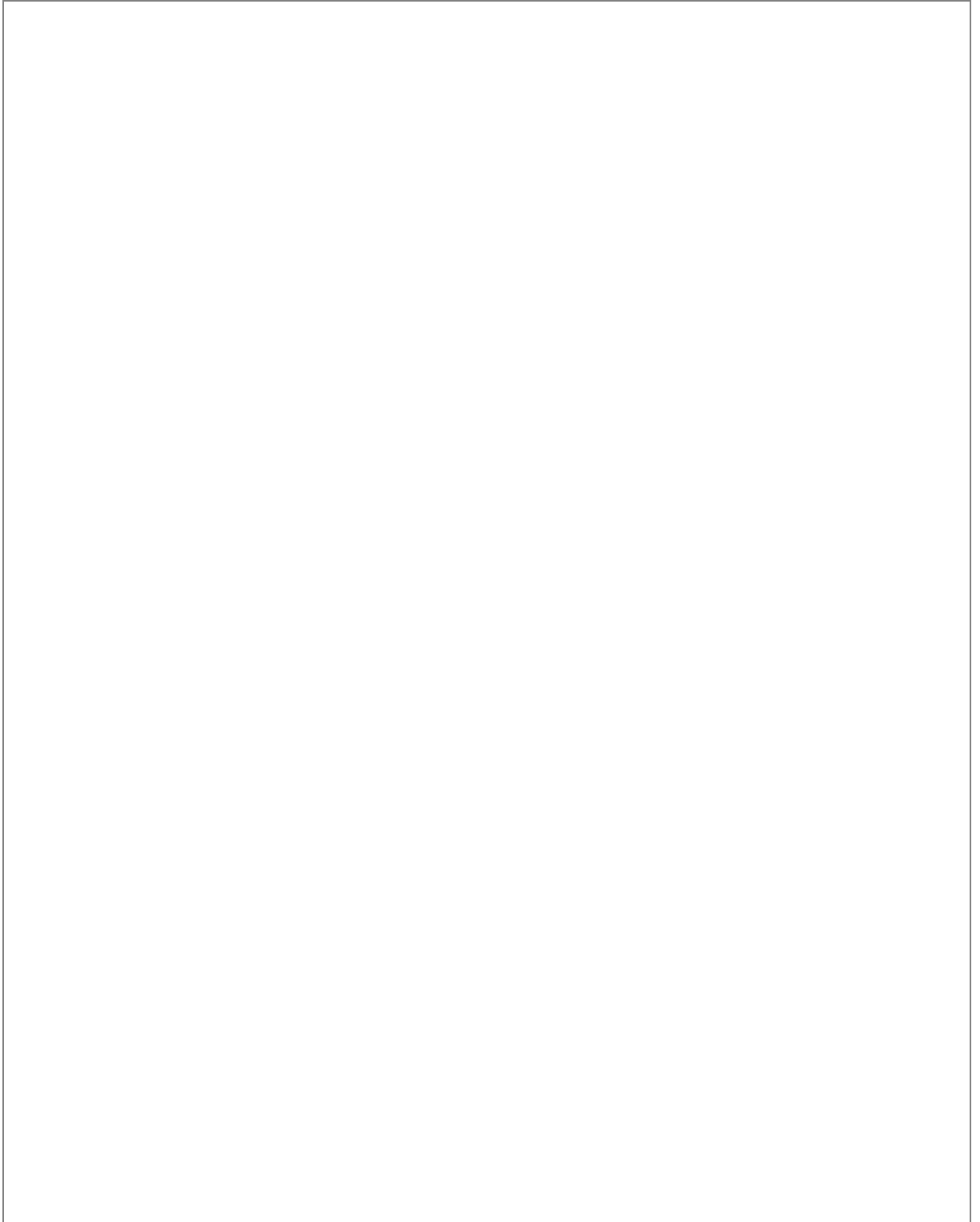


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**Experience, skills and interests**

**Using the job description, person specification and behavior specification as a guide, please outline how your skills, knowledge, experience and qualifications meet the requirements of the position.**

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### Referees

Please give the name and address of two referees. Where possible, referees should have known you at work and one referee should be your present or most recent employer (if applicable).

<b>Name</b>	
<b>Address</b>	
<b>Telephone no.</b>	
<b>Email address</b>	
<b>Occupation</b>	

May we request the reference:

at any time

only after offer of employment

<b>Name</b>	
<b>Address</b>	
<b>Telephone no.</b>	
<b>Email address</b>	
<b>Occupation</b>	

May we request the reference:

at any time

only after offer of employment



### Immigration

To comply with the Immigration Act 1996, we are required to see proof of your right to work in the UK. We will be requesting this once an offer of employment has been made. However, if you require a work permit in order to work in the UK please tick here.

### Criminal convictions

Please give details of any criminal convictions you have had, excluding any considered 'spent' under the Rehabilitation of Offenders Act 1974, or minor motoring offenses.

### Safeguarding

As Curious Minds works closely with children and young people we require that all employees have a Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate. If you currently have a certificate issued within the last year please tick here:

### Declaration

The information that you have provided on the application form will be held securely during the recruitment process. Personal data relating to unsuccessful candidates will generally be destroyed six months after the recruitment process has ended. Very rarely, we may need to retain personal data of unsuccessful applications for longer than six months. In any event, all personal data will be stored securely in accordance with the Data Protection Act 1998.

I consent to my personal data being held as stated above.

I confirm that the information I have provided within this application is correct.

**Please send completed application forms to:** Nicola.Howell@curiousminds.org.uk

It is the preference of Curious Minds to receive completed application forms via email. However, should you wish to post the completed form please do so to:



Nicola Howell  
Director of Finance & Operations  
Curious Minds  
23-27 Guild Hall  
Preston  
PR1 1HR

Date application sent	
Date application received	