**Application Form – Part 2**

|  |  |
| --- | --- |
| **Post applied for**  |   |
| Please tell us where you heard about this vacancy  |   |

**Most recent employment (paid or unpaid)**

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

**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**  |
|  |  |  |
|  |  |  |
|  |  |  |

**Experience, skills and interests**

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

**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).

|  |  |
| --- | --- |
| **Name**  |  |
| **Address**  |  |
| **Telephone no.**  |  |
| **Email address**  |  |
| **Occupation**  |  |

**May we request the reference:**

at any time only after the offer of employment

|  |  |
| --- | --- |
| **Name**  |  |
| **Address**  |  |
| **Telephone no.**  |  |
| **Email address**  |  |
| **Occupation**  |  |

**May we request the reference:**

at any time only after the 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 with be held securely during the recruitment process. Personal data relating to unsuccessful candidates will generally be destroyed after the recruitment process has ended. Very rarely, we may need to retain personal data of unsuccessful applications for longer. In any event, all personal data will be stored securely in accordance with Data Protection Legislation 2018.

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:

Susan.blackburn@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:

Susan Blackburn
Finance & Operations Officer
Curious Minds
23-27 Guild Hall
Preston
PR1 1HR

|  |  |
| --- | --- |
| Date application sent  |   |
| Date application received  |   |

*\*\* Curious Minds will respond to all applicants and advise of the shortlisting process.*

*Due to the high volume of applications received, we cannot provide feedback at application stage. If you are invited to interview and are unsuccessful, we will provide feedback upon request \*\**

|  |
| --- |
| **Curious Minds Finance Only:** **\*\*Keep separate from main application form part 1\*\*** |
| **Candidate Number** |  |