

### **APPLICATION FORM**

Please complete this form and return via e-mail to recruit@yarrow.org.uk or by post to: Recruitment Team, Yarrow, 214-16 Goldhawk Road, London W12 9NX.

Please complete ALL sections in full.

Personal Details		
Post applied for:		
First Name:		
Surname:		
Address:		
Postcode:		
Home phone number:		
Mobile phone number:		
Email address:		
Where did you hear about this vacancy:		
Do you require a work permit or visa to work in the UK?		Yes / No
If you have answered yes, please state the type and expiry date of the work permit or visa.		
Are you related to or do you have any connections with Yarrow staff or Board members? Yes / No		Yes / No



If yes	please	give	brief
details	s:		

Are you a Yarrow service user or tenant?

Yes / No

# Why I Am Applying For This Job

We are looking for people that share our values and are passionate about supporting people with learning disabilities to flourish. Tell us about your reasons for applying and why you think you would be good at this job. Please refer to the person specification and to the guidance notes at the end of the pack for advice on how to complete this section.



# Your Current EmploymentPlease give details of your current job:Organisation:Image: Current job:Job title:Image: Current salary:Start date:Image: Current salary:

# **Employment History**

Please give details of your previous employment or volunteer work over the last ten years in date order, starting with your most recent job; If voluntary please indicate.

Name of organisation	Job title	Start Date	End date



Employment Gaps		
Please provide details of any gaps during the past ten years when you were not in work		
From (Month/Year)	To (Month/Year)	What were you doing during this time?

# **Education and Training**

Please provide details of any education and training history relevant to this post; this should include training courses that you have completed in the last three years.

Qualifications and training	Date	School, College, University or Awarding Body



# **Skills and Interests**

Tell us about any skills, interests and hobbies you have which you would like to bring to your work to enhance the lives of the people we support:



### **Criminal Convictions**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975.

Therefore you are asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are "spent" or not.

Successful candidates will be required to have a criminal record check which will be carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment with Yarrow.

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?	Yes / No	
If you have answered yes, please give details below outlining the date, place and nature of the offence and outcome:		
Offence description:	Date:	



### References

Please provide the names of referees, covering the last three years of your employment/study/volunteer history. Referees should not be friends, relatives or immediate colleagues.

There can be delays in being able to provide a final offer of employment and agree a start date, because of difficulties in us obtaining references. Therefore, it is important that you provide full details of all referees and that they are correct and up to date.

We only contact referees for successful applicants.

Referees			
Name:		Name:	
Job title:		Job title:	
Organisation:		Organisation:	
Business address:		Business address:	
Email:		Email:	
Phone number:		Phone number:	
In what capacity do you know this person?		In what capacity do you know this person?	
Name:		Name:	
Job title:		Job title:	
Organisation:		Organisation:	
Business address:		Business address:	
Email:		Email:	



Phone number:	Phone number:	
In what capacity do you know this person?	In what capacity do you know this person?	

### **Declaration**

I declare that the information that I have provided on this form is correct to the best of my knowledge.

I understand that any false information or misinterpretation would result in my application being disqualified or if appointed, could lead to disciplinary action, including dismissal.

Signature:	
Date	

Please click <u>here</u> to read our privacy notice relevant to job applicants.