Dear Applicant,

In addition to your CV, we want to know a bit more about why you want to be a support worker at Centre 404.

To help us with our shortlisting, please complete this short application form and send it in along with your CV.

**Typed applications are preferred & please ensure that you submit this via email to** [**recruitment@Centre404.org.uk**](mailto:recruitment@Centre404.org.uk)

We strongly advise that you read the Support Work Job Overview before you submit your CV and application. This is available on our website: <http://www.centre404.org.uk/vacancies>.

Any questions? Feel free to send us an email at [**recruitment@centre404.org.uk**](mailto:recruitment@centre404.org.uk)or give us a call on **020 7607 8762**

**Personal Details**

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| **Title (Ms/Mrs/Mr etc.):** |  |
| **First Name(s):** |  |
| **Surname(s):** |  |
| **Address:**  **Postcode:** |  |
| **Preferred contact telephone number:** |  |
| **Email Address:** |  |

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| **How did you find out about this vacancy?** *(please indicate)*  Word of mouth On a job website (which one)  *If current C404 staff, who?* Flyer /Poster (where)  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Recruitment Event (which one) Other (please specify): | **Which position are you applying for?** *(please state Job Ref. below):* |

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| **Cover Statement** *(your statement should be between 500-800 words)*  **Why do you want to support people with learning disabilities at Centre 404? What individual skills, experience and qualities would you bring to the role?**  *When writing your cover statement, please give examples from past experiences (this can be from previous jobs, or from your personal life/education/volunteering/or other relevant training).* |

**Professional references (2 required)**

One should be from your most recent line manager. If you are unable to provide this information, an education or character reference can be provided for one referee, **however, your character referee cannot be a friend or relative**. Please note that we will only contact referees after a job offer has been made.

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| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:**  **Postcode:** | **Address:**  **Postcode:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

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| **Other information**  Do you have any family members or close relations that currently work or volunteer at Centre 404?  **Yes No**  If yes, you may be asked to provide more details of their position and relationship to you, if you are shortlisted for interview. This is so that we can ensure we are aware of any potential conflicts of interest or issues relating to confidentiality.  **Criminal Record**  **Rehabilitation of Offenders Act 1974**  This post is exempt from the above Act and therefore candidates will be required to disclose information about any previous convictions that are not filtered by the Exceptions Order 1975, if a job offer is made.  Centre 404 is committed to offering equal opportunities and practicing safer recruitment procedures. In order to establish suitability for the post candidates will be asked to disclose any previous convictions when a job offer is made. All job offers are subject to us receiving satisfactory documentation including: enhanced DBS check, eligibility to work in the UK, and two references.  Information relating to disclosures will be treated confidentially and only be shared with relevant staff included in the recruitment process. |

**Declaration**

**The information given in this form and in my CV is correct to the best of my knowledge. I am aware that, should I be appointed, any false information provided may result in my dismissal.**

**Signature/Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All information provided on this form will be kept in confidence, stored securely and used for recruitment and personnel purposes only, in line with the Data Protection Act 1998 and GDPR 2018. If your application is unsuccessful, application forms will be kept securely for a period of 12 months, after which they will be confidentially destroyed. For further information, please refer to our Privacy Notice on the website.

**Thank you for taking the time to complete this form. Make sure you submit this, along with a copy of your CV, to** [recruitment@centre404.org](mailto:recruitment@centre404.org).uk