

**THE CLUBHOUSE PROJECT DAY SERVICE LTD**

Post Applied for:

DATE:

**Job Application Form**

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. C.V.s are not accepted. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

**Section 1 Personal details**

Last Name:

First Name:

Address:

Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Can we contact you at work?

Are you free to remain and take up employment in the UK with no current immigration restrictions?

**Driving Licence**  
Do you hold a full, clean driving license valid in the UK?    
If so is it Manual or Automatic? M      A

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

## Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**

(if no longer employed):

**for leaving**

(if no longer employed):



## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

**Name of Employer:**

**Address:**

**Postc  
ode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

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**Name of Employer:**

**Address:**

**Postc  
ode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

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**Name of Employer:**

**Address:**

**Postc  
ode**

**Position Held:**

**Summary of duties:**

[Empty rectangular box]

**Reason for leaving:**

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## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course



## Section 6 Personal Statement

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.



Continue on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

If yes, please give details / dates of offence(s) and sentence:

The position for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act (Exemption Order 1975). This means that you are not entitled to withhold information relating to any convictions you may have had.

The Clubhouse Project Day Service Ltd is required under the Health & Social Care Act 2008, to obtain a criminal record check. This will be processed through the Disclosure and Barring Service (DBS). This was formed by merging together the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority. This has to be completed in relation to any person who is a Life Skills Support Worker. Therefore, if your application is successful we will need to obtain this Disclosure before your appointment is confirmed.

Please advise us of any criminal convictions (excluding minor road traffic offences), cautions, reprimands or warnings you have received before we obtain an Enhanced Criminal Record Bureau Disclosure. Having a criminal record will not necessarily mean that you will not be able to work at The Clubhouse Project Day Service Ltd, but will depend on the nature of the position, the circumstances and background of your offences.

## Section 8 Protecting Children and Vulnerable Adults

It is a criminal offence for any person who is barred from working with Adults or children to apply for a position with The Clubhouse Project Day Service Ltd.

**Enhanced Checks Only (refer to Job Application Pack)**

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

## Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

If yes, please give details:

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

**Do we need to make any specific arrangements in order for you to attend the interview?**

**If yes, please give details:**

## Section 10 Health

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

## Section 11 References

Please provide details of at least three people to whom we may write to for a reference. If you have been employed before, the first referee MUST be your most current or most recent employer as listed in your work history, UNLESS you can provide a valid reason where indicated. If you cannot provide your current or most recent employer as your first referee, please give details of your next most recent employer as your first referee.

If you cannot provide a previous employer as your first reference, you may give the name of a former teacher or tutor that knows you well. Failing that, you may give details of a person of standing (e.g. a doctor, lawyer, recognized religious leader, teacher etc.) who knows you, either professionally or personally. Friends or relatives or colleagues not senior to you are not acceptable as referees.

### Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone Nº:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes  No

### Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone Nº:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes  No

### Reference 3

**Name:**

**Position (job title):**

**Work Relationship:**

**Organisation:**

**Address:**

Postcode	

**Telephone N°:**

**E-mail:**

Are you willing for this referee to be approached prior to the interview?      \      €       §

### Reference 4

**Name:**

**Position (job title):**

**Work Relationship:**

**Organisation:**

**Address:**

Postcode	

**Telephone N°:**

**E-mail:**

Are you willing for this referee to be approached prior to the interview?      \      €       §

## Section 12 Recruitment Monitoring Form

**This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.**

**Application for the post of:**

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

#### A. White

- White UK
- Irish
- White non-UK
- Any other White background (please give details):

#### D. Black or Black British

- Black Caribbean
  - Black African
  - Any other Black background (please give details):
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**B. Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

**C. Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

**E. Chinese or other ethnic group**

Chinese

Vietnamese

Any other ethnic background  
(please give details):

**F. I do not wish to provide this information**

**Section 12 Recruitment Monitoring Form continued**

**Gender**

Male

Female

**Disability**

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

**Do you consider yourself disabled?**

**If yes, please give details:**

**Present Status**

Internal Applicant

External Applicant

**Age Group**

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

**Media**

Please state where you saw this post advertised

## Section 13 Declaration

### B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

  

Date:

Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed envelope.

**If you are returning this form by email, you will be asked to sign your application at interview.**

## RETURNING THIS FORM

### By Post:

The Clubhouse Project Day Service Ltd  
The Old Georgians' Clubhouse  
St George's College  
Weybridge Road  
Addlestone  
Surrey KT15 2QS

### By E-Mail:

[lisa@theclubhouseproject.org](mailto:lisa@theclubhouseproject.org)

### Enquiries:

Telephone: 01932 988708



