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**SMART PLAY NETWORK APPLICATION FORM**

**Personal Details**

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| --- | --- | --- | --- |
| Position Applied For: | | | |
| Surname: | | | |
| First Names: | | | |
| Address & Postcode: | | | |
| Home Tel. No: | Work Tel. No:  (if we may contact you at work) | | |
| Mobile No: | | | |
| E-mail address: | | | |
| Do you hold a current driving licence? | | Yes | No |

**Education**

**Secondary, Further and Higher Education** - most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| Subject and institution where gained | Dates | Qualification gained  ( e.g. Standard Grades, Highers, SVQ, Degree etc) | Grade |
|  |  |  |  |

Job Related Qualifications

|  |  |  |
| --- | --- | --- |
| Course Title | Date | Grade |
|  |  |  |

Specialised Training

|  |
| --- |
| Courses attended and dates: |

Present or most recent job:

|  |  |
| --- | --- |
| **Job Title:** | **Employer’s Name and Address** |
| **Date Started/Finished** |  |
| **Weekly Wage/Salary:** |  |
| **Notice Required:** |  |
| **Purpose of Job and Main Tasks:** | |
| **Reason for Leaving:** | |

Previous Employment – most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| **Post** | **Employer** | **Date Started/Finished** | **Reasons for Leaving** |
|  |  |  |  |

#### Have you been in continuous employment throughout your career? YES/NO

**Have there been any gaps (of more than two months) in your employment? YES/NO**

**If yes, please provide details.**

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#### Voluntary Work

Please provide details of any voluntary or community work, including work experience you have been involved in and briefly explain what you know about the voluntary sector.

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**Working with Smart Play Network**

Please use this section to tell us why you are interested in the role you are applying for.

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|  |

**Relevant Skills, Knowledge and Experience**

Please use this page to show how you meet the requirements indicated on the person specification. Give details of how you meet the criteria and what evidence you have to show you meet each item. Please structure your statement **adopting the key headings of the person specification**. Please use no more than two continuation sheets.

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#### References

Please give the names and addresses of two referees who must not be related to you or a member of your household. One must be your current or most recent employer. We will only contact your referees if we offer you the position. We would explicitly ask that you gain the permission of the person(s) in advance of provision of their name and contact details as a reference.

Any offer of employment will be subject to suitable references.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Address & Postcode:** | **Address & Postcode:** |
| **Phone No:** | **Phone No:** |
| **Email Address:** | **Email Address:** |

|  |  |  |
| --- | --- | --- |
| If offered this position, do you intend to continue working in any other capacity?  If Yes give details: | **Yes** | **No** |

#### Asylum and Immigration Act 1996

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK | **Yes** | **No** |

#### Rehabilitation of Offenders Act

|  |  |  |  |
| --- | --- | --- | --- |
| This post is exempt from the provisions of the *Rehabilitation of Offenders Act, 1974*. You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders. | | | |
| **Have you ever been convicted of a criminal offence?**  **If yes, you may be asked to supply details.** | **Yes** | **No** |

#### Declaration

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated.

Signed: Date:

**Application Form - Guidance for completing the form**

Please take time to read these notes carefully before you fill in the application form. The decision to invite you to interview is based solely on what you tell us in this form. Please ensure that you fill the form in as fully and as accurately as possible.

General Points

* Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
* The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

#### Personal Details

* Please be sure to complete the ‘position applied for’ and closing date sections to ensure that you are considered for the right post.
* Give your full name, address, postcode and telephone numbers.
* If this post requires the use of a vehicle, this will be indicated on the application form.
* Where a post is suitable for job sharing, applications will be asked to state if they wish to consider a job share.

#### Education and Job Related Qualifications

* Give details of your educational qualifications and training, starting with the most recent.
* Include all qualifications, which may be part-time as well as full-time.
* Tell us about any past education and training that you have received as well as any relevant experience/training in your present job.

#### Present or Most Recent Job

* If you are employed, please give details about your present job.

Previous Employment

* Please give details of all your previous jobs since leaving school/college in date order starting with the most recent. Any gaps in your employment history may need to be explained. Use a separate sheet if necessary – please name and number it.

Voluntary Work

* Many people will have developed relevant skills and knowledge through voluntary work and work experience. You will need to show how you could fit these skills and knowledge into the person specification.
* Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed.
* Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained.

#### Relevant Skills, Knowledge and Experience

* This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification.
* Give examples to show how or what you have done to meet each area on the person specification. Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
* For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
* Please name and number any continuation sheets.

#### References

* Your first referee must be your present employer or if you are not employed at present, your last employer. Please note that we will only take up references if you are offered the post and we may also contact your past employers where it seems necessary.

#### Asylum and Immigration Act

* The law states that you must be entitled to reside and/or work in the United Kingdom. If your application is successful you will be asked to show that you are entitled to work for us. You may be able to meet this request by providing your National Insurance number. We may ask to see your passport or other documentation to show your entitlement to work.

#### Criminal Convictions

* If the vacancy is exempt from the Rehabilitation of Offenders legislation, this will be explained in the application form. If it is, you should tell us about ANY cautions, convictions or bind overs on the application form and tell us if there are proceedings outstanding against you.
* If the post is not exempt from the provisions of the legislation, but you have any ‘unspent’ caution, conviction or bind over, you must declare this on the application form.
* Having a criminal record does not automatically prevent you from being considered for a job and we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.
* Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.