

www.focusbirmingham.org.uk

Job Title

Where did you see this vacancy?

Applicant's Name

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying the form. Please do not send any curriculum vitae or testimonials unless asked to do so.

If you would like a copy of the form in large print, on audiotape, in Braille or in Excel computer format please contact us.

Please return your completed form no later than the closing date to the address shown below. Late applications may not be considered.

Return to:

Jobs@focusbirmingham.org.uk

Or

Focus Birmingham
Human Resources Department
48 – 62 Woodville Road
Harborne
Birmingham
B17 9AT

The information on this application form will be used for the purposes of selection and the forms will be retained for at least twelve months. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.



CONFIDENTIAL WHEN COMPLETED

Supporting people with visual impairments and other disabilities, together with their carers, to live fulfilling and independent lives by providing services that reflect their wants and needs.

1 – Personal Details

Surname/Family Name: Preferred form of address (e.g. Mr, Mrs, etc.):

Forename(s): Are you over 18? (Please tick if yes):

Previous name(s):

Home telephone: Work telephone:

Mobile number: Email address:

National Insurance number:

Address:

Postcode:

Disability

Focus Birmingham undertakes to interview disabled people who meet the minimum/essential criteria. Disability is defined as any physical or mental impairment, which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please confirm therefore whether you have a disability:

Yes No

Canvassing and Relationships

If you are related to or have a close personal relationship with an elected Member or an employee of Focus Birmingham, please state their name, status within the organisation and relationship to you.

Canvassing may lead to disqualification for appointment.

Health

Please state the number of days sickness in the last 12 months, which caused you to be absent from work or study, with reasons:

2 – Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken. You may be asked to provide documentary evidence of professional qualifications you will be asked to bring documentary evidence of care qualifications, including first aid, if shown below.

Name of school/college/ university attended.	Qualifications including grades.	Date obtained.
a) Schools (after age 11):		
b) Further or Higher Education (full or part-time):		
c) Professional or other courses (including training courses attended, NVQs etc.):		
d) Current membership of any professional organisations:		

Driving Qualifications

(all applicants should complete but this will only be used where relevant).

Do you hold a current, full driving licence?

Yes No

Work Permit

Do you need a work permit to work in this country?

Yes No

3 – Employment and/or Work Experience

Please indicate any previous experience, whether paid, unpaid or voluntary, starting with the most recent.

a) Current or most recent employer's name and address, including work base address:	Present Salary:	Date Started:	Date Finished:
	Period of Notice:		
	Duties:		
Position Held:			

b) Employer/Organisation (most recent first):	Position held and brief description of duties and responsibilities:	Dates		Reasons for leaving and final salary:
		From	To	

4 – Additional Information

Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the enclosed Person Specification:

Continue on a maximum of one additional A4 sheet if necessary.

5 – Convictions/Disqualifications

Please give details and dates of any criminal convictions or driving offences.

Focus Birmingham does not wish to discriminate against ex-offenders. However, due to nature of work within the charity under the Rehabilitation of Offenders Act 1974 applicants must declare all convictions whether spent or not under the act. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

You must tick one of the two boxes below:

I have a conviction or disqualification and I attach an additional sheet providing details or dates.

Or

I do not have any convictions.

Please note that all successful candidates will be asked to complete a disclosure application to enable checking with the Criminal Records Bureau.

6 – References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job.

Referee 1	Referee 2
Title (e.g. Mr, Miss):	Title (e.g. Mr, Miss):
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Fax number:	Fax number:
Email:	Email:
Relationship to you (e.g. Manager, Colleague):	Relationship to you (e.g. Manager, Colleague):
Do you want to be consulted before this referee is approached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you want to be consulted before this referee is approached? Yes <input type="checkbox"/> No <input type="checkbox"/>

To comply with recent requirements within the Care Standards, we may contact your referees before the interview process. Please tick the box if you do not consent to this:

7 – Declaration

I have read the information given to me about this job. I confirm that I do not have any medical impairment that, without reasonable adjustment, would prevent me from carrying out the duties of this job. I declare that all the information given in this application form is correct and complete. I understand that if any information I have provided is found to be untrue, any offer may be withdrawn or any contract of employment may be terminated.

Signed:

Date:

Registered Charity No. 1065745. Registered Company No. 3353444