**Position applied for:**

**Personal details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Telephone (home)**  **Telephone (work)**  **Mobile** |  |
| **Email** |  |

**Do you have a current valid driving licence** Yes  No

**Are you related to or do you have any relationship with any trustee or staff member of Relate Bradford? If yes, please give details.**

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**Education/qualifications**

Please list details of your education and any qualifications you have achieved, starting with the most recent first. You will be asked to provide evidence of qualifications if you are invited to interview.

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| **Establishment** | **Course** | **Qualification/level** | **Date** |
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**Professional Development**

Please provide details of any training you have undertaken, or are undertaking, which you believe is relevant to the post.

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| **Establishment** | **Course** | **Qualification/level** | **Date** |
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**Membership of Professional Bodies:**

**Employment**

Please provide details of any paid or voluntary employment starting with your most recent. Please account for any gaps in your employment history.

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| --- | --- | --- | --- | --- |
| **Employers name and address** | **Length of service** | **Job title and brief description of duties** | **Salary** | **Reasons for leaving** |
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**Notice period:**

**References**

Please give the names of two referees; one referee should be your present or most recent employer.

**Reference 1**

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| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Relationship to you** |  |
| **Can we contact your referee before/after interview?** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Relationship to you** |  |
| **Can we contact your referee before/after interview?** |  |

**Do you consider yourself to have a disability?** Yes No 

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

**Criminal Record**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you do please list below:

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**Supporting information**

Before completing this section please read the enclosed Job Description and Personal Specification carefully. Use each requirement listed in the Job Description and Personal Specification as a heading and demonstrate how you meet the requirement by giving relevant details and examples of your experience, skills and knowledge gained in employment, voluntary work or elsewhere. Also, say briefly why you are applying and why you feel you are suitable for this post.

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**How your information will be used**

The information given in this application form will be processed for the purposes of operating our recruitment and selection process and in accordance with Relate Bradford’s legitimate interests of carrying out its recruitment and selection functions; ensuring information security; and the prevention of fraud or crime.

Application forms of unsuccessful candidates will be destroyed after 6 months.  If your application is successful, this information will be kept in your personnel file for the length of your employment with Relate Bradford where this is relevant to the ongoing employment relationship.

**Your rights and access to your information**

You have the right to request a copy of your information that we hold about you.  We may also be able to provide you with an electronic copy of your personal information.

We want to make sure that your personal information is accurate and up to date.  Where you believe your personal information is inaccurate you may make a request for us to correct or erase your personal information.  In some circumstances, you may also object to or restrict the processing of your personal information.

In order to make an access request or to exercise any of your rights in relation to your personal information or if you wish to make a complaint in relation to the processing of your personal information please contact [Information@relatebradford.com](mailto:Information@relatebradford.com)

You may also raise a complaint with the UK data protection supervisory authority through the Information Commissioners Office.

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Please note that all offers of employment will be subject to a satisfactory check through the Disclosure and Barring Service.

**Name:**

**Signature: Date:**

For an informal discussion, contact the CEO, Tina on [Tina.Butler@relatebradford.com](mailto:Tina.Butler@relatebradford.com) or 01274 768040.

Please email completed applications to: [sofia.ahmed@relatebradford.com](mailto:sofia.ahmed@relatebradford.com)