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**APPLICATION FOR EMPLOYMENT**

(All information will be treated in confidence)

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| **Post Applied For:** | Assistant Management Accountant |
| **Where did you see this position advertised?** |  |

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| **SECTION A: PERSONAL DETAILS** | |
| Forenames: |  |
| Surname: |  |
| Address: |  |
| Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Email Address: |  |
| Any former names you have been known by and dates (years from-to): |  |
| I am legally eligible to work in the UK  (evidence of this will be requested during interview) | **YES / NO**  (Please delete as appropriate) |

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| **SECTION B: PRESENT (OR MOST RECENT) EMPLOYMENT** | |
| **Name and address of Employer:** |  |
| **Current Position Held:** |  |
| **Date Joined:** |  |
| **Date Left (if applicable):** |  |
| **Current Salary:** |  |
| **Notice Required:** |  |
| **Date available to start employment:** |  |
| **Please give details of your main duties:** | |
| **Please detail your reasons for leaving your current (or most recent) employment:** | |

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| **SECTION C: REFERENCES**  Please provide the names of two professional referees who can comment on your suitability for the post. References will not be accepted from relatives or people who know you solely as a friend. | | | | |
| **Referee 1:** *This* ***must*** *be your current/most recent employer or, if you do not have any previous employer, this should be from either a voluntary work and your most recent tutor* | | | **Referee 2:** *If you have worked with children, young people or vulnerable adults in the past, but are not currently, this* ***must*** *be the most recent employer with whom were employed to work with these vulnerable groups.* | |
| Name: | | | Name: | |
| Address: | | | Address: | |
| E-mail: | | | E-mail: | |
| Telephone Number: | | | Telephone Number: | |
| Professional relationship to you: | | | Professional relationship to you: | |
| Did this role involve working with children, young people, and/or vulnerable adults? **YES / NO** | | | Did this role involve working with children, young people, and/or vulnerable adults? **YES / NO** | |
| **SECTION D: PREVIOUS EMPLOYMENT**  Please detail all previous employment since leaving education and account for any period of unemployment. This should include paid and voluntary work. If more space is needed please continue on a separate sheet. | | | | |
| **Dates – month and year** | | **Position held and main duties** | **Employer name and full address** | **Reason for Leaving** |
| **From** | **To** |
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| **Please explain any gaps in your education and employment history** | | | | |
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| **SECTION E: EDUCATION, QUALIFICATIONS AND TRAINING RELEVANT TO THE POSITION YOU ARE APPLYING FOR**  Please give details of all academic, professional or technical qualifications held by you, giving the dates and the name and address of the place obtained. If more space is needed please continue on a separate sheet. | | | | |
| **Dates – month and year** | | **Qualification** | **Mark/Grade** | **Name and address**  **of educational**  **establishment** |
| **From** | **To** |
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| **SECTION F: SKILLS, EXPERIENCE AND KNOWLEDGE** |
| **Please provide a personal statement stating your reasons for applying for this position and give details of any relevant experience, skills, and training that you have that help you to meet the Person Specification, together with any other information in support of your application.**  **Please continue on a separate sheet if necessary.** |
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| **Please indicate any positions of responsibility you hold and/or details of your leisure interests away from work** |
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| **SECTION G: REHABILITATION OF OFFENDERS ACT 1974** |
| The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or unspent convictions, cautions, reprimands, or warnings excluding youth cautions, youth reprimands and youth warnings.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  This post requires an Enhanced Disclosure and Barring check.  **Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children or vulnerable adults**. Please note that interviews will not go ahead without receipt of this form.  If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Failure to disclose information may lead to dismissal.  Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. |

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| **SECTION H: DECLARATION OF PERSONAL RELATIONSHIPS** | |
| Every applicant applying for a position at Orchard House who knows that they are related to/have a personal relationship with any current member of staff must disclose the relationship in their application form. This will not be a bar to employment. However, it allows Orchard House to take reasonable and appropriate steps to safeguard the business and individuals involved during the recruitment and employment process.  A personal relationship is deemed to include, but is not limited to:   * Family relationships, e.g., sibling, parent, daughter, or son and also being related by marriage or civil partnership. * Romantic/intimate relationships * Close friendships * A business, financial or commercial relationship | |
| **Are you related to, or do you have any personal relationships with any current member(s) of Orchard House staff, to the best of your knowledge?** | **YES /NO** |
| If yes, please provide the name/names of the member of staff and the nature of your relationship: | |

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| **SECTION I: PRIVACY STATEMENT** |
| **Please refer to the application pack for the full Privacy notice for job applicants**  In summary:  Your personal data will be treated as confidential and will be used for the purposes of updating your personnel record for reasons connected with your potential employment.  In the event that your application is successful, and you are offered and accept a position at Orchard House, the data on this form will be used for operational, managerial, and associated purposes relevant to the payment of remuneration, pension and your personnel file. Some information you give may be disclosed to select third parties such as pension schemes, DBS etc.  By signing this form, you agree to Orchard House processing the personal data contained within for the purposes set out above and your consent is conditional upon Orchard House complying with their obligations under the General Data Protection Regulations 2018.  **Please tick or insert X into this box in order to give your consent to Orchard House processing your data as detailed in the above statement and the privacy notice for job applicants.** |

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| **SECTION J: DECLARATION** |
| **I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications imposed by the Secretary of State or a regulatory body.**  **I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer or work or lead to dismissal without notice if appointed.**  **I hereby declare that the information given on this form is complete and accurate.**  Signature of Applicant:  Date: |

\*\*\***PLEASE NOTE, ANY SHORTLISTED APPLICATIONS RECEIVED BY E-MAIL OR WITHOUT SIGNATURES WILL NEED TO BE SIGNED AT INTERVIEW\*\*\***