Dear Applicant,

In addition to your CV, we want to know a bit more about why you want to work at Centre 404 and why you are interested in this particular role.

To help us with our shortlisting, please complete this application form and send it in along with your CV.

We strongly advise that you read the job description and any background information before you submit your CV and application. Please note that typed applications are preferred.

Any questions? Feel free to send us an email at [**recruitment@centre404.org.uk**](mailto:recruitment@centre404.org.uk)or give us a call on **020 7607 8762**

**Personal Details**

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| **First Name(s):** |  |
| **Surname(s):** |  |
| **Address:**  **Postcode:** |  |
| **Preferred contact telephone number:** |  |
| **Email Address:** |  |

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| **How did you find out about this vacancy?** *(please indicate)*  Through a friend On a job website (which one)  On the Centre 404 website Flyer /Poster (where)  Recruitment Event (which one) Other (please specify): | **Which position are you applying for?** *(please state Job Ref. below):* |

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| **Cover Statement** *(please limit each answer to no more than 300 words)*  *Please ensure you address the criteria of the person specification in your responses to the below.*   * Please share an example in which you effectively compiled and sorted data, and how you verified the accuracy of this. * What is your experience of developing and maintaining efficient administrative systems? * Tell us about your experience of applying strong communication skills with service users, families and/or other professional staff. * Tell us about your understanding of person-centred and values-based approaches when working with others. |

**Professional references (2 required)**

One should be from your most recent line manager. If you are unable to provide this information, an education or character reference can be provided for one referee, **however, your character referee cannot be a friend or relative**. Please note that we will only contact referees after a job offer has been made.

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| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:**  **Postcode:** | **Address:**  **Postcode:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

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| **Other information**  Do you have any family members or close relations that currently work or volunteer at Centre 404?  **Yes No**  If yes, you may be asked to provide more details of their position and relationship to you, if you are shortlisted for interview. This is so that we can ensure we are aware of any potential conflicts of interest or issues relating to confidentiality.  **Criminal Record**  **Rehabilitation of Offenders Act 1974**  This post is exempt from the above Act and therefore candidates will be required to disclose information about any previous convictions that are not filtered by the Exceptions Order 1975, if a job offer is made.  Centre 404 is committed to offering equal opportunities and practicing safer recruitment procedures. In order to establish suitability for the post candidates will be asked to disclose any previous convictions when a job offer is made. All job offers are subject to us receiving satisfactory documentation including: enhanced DBS check, eligibility to work in the UK, and two references.  Information relating to disclosures will be treated confidentially and only be shared with relevant staff included in the recruitment process. |

**Declaration**

**The information given in this form and in my CV is correct to the best of my knowledge. I am aware that, should I be appointed, any false information provided may result in my dismissal.**

**Signature/Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All information provided on this form will be kept in confidence, stored securely and used for recruitment and personnel purposes only, in line with the Data Protection Act 1998 and GDPR 2018. If your application is unsuccessful, application forms will be kept securely for a period of 12 months, after which they will be confidentially destroyed. For further information, please refer to our Privacy Notice on the website.

**Thank you for taking the time to complete this form. PLEASE Make sure you submit this, along with a copy of your CV, to** [**recruitment@centre404.org**](mailto:recruitment@centre404.org)**.uk**.