

# **Confidential Application Form**

# **Personal Details**

|  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | |
| Position applied for: |  | | | | | Job reference no. |  |  |
|  | | | | | | | |  |
| Surname: |  | | | First name(s): | |  | |  |
|  | | | | | | | |  |
| Address: |  | | | | | | |  |
|  | | | | | | |  |
|  | | | | | | | |  |
| Postcode |  | Email: |  | | | | |  |
|  | | | | | | | |  |
| Telephone no. |  | | | Mobile no. |  | | |  |
|  | | | | | | | |  |

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| --- | --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes |  | No |  |  |
|  | | | | | |
| Do you require a permit to work in this country? | Yes |  | No |  |  |
|  | | | | | |
| Do you hold a current driving license? | Yes |  | No |  |  |
|  | | | | | |
| Do you have access to transport? | Yes |  | No |  |  |
|  | | | | | |

# **Unpaid Work Experience**

# **Section One**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We are interested in any unpaid work experience you have that you feel is relevant. Please give dates and explain what skills and/or experience you gained. Remember membership of management committees, local groups, etc. is unpaid work. | | | | |
| Date |  | Organisation |  | Main Duties |
|  | | | | |
|  |  |  |  |  |
| **Recent Training Or Continuing Professional Development** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give details of any relevant development activities within the past 5 years. | | | | |
| Training Course or Training Activity |  | Time Spent |  | Outcome |
|  | | | | |
|  |  |  |  |  |

# **Section Two**

# Recent Training or Continuing Professional Development

**Formal Education** (eg school, further education - most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates |  | School/College etc |  | Qualifications – Brief Details |
|  | | | | |
|  |  |  |  |  |

# **Paid Work Experience** (Please start with most recent and give reasons for any gaps in your employment)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates |  | Name & Address of Employer |  | Job Title, Key Responsibilities & Relevant Experience |  | Reason(s) For Leaving |
|  | | | | | | |
|  |  |  |  |  |  |  |
| If necessary please continue on a separate sheet | | | | | | |

# **Section Three**

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| Please use this space to tell us why you want this post and about the experience, skills and personal qualities you would bring to it. Remember that we are interested in your whole life experience.  Applicants will be shortlisted on the basis of the relevance of the information given according to the person specification sent to you. If necessary, please continue on one additional sheet, headed with your name, the post applied for and the job reference number. |
|  |
|  |
| If necessary please continue on a separate sheet |

# **Section Four**

# **Disclosure Of Criminal Offences** - Rehabilitation of Offenders Act 1974

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| --- |
| 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)2 v2.3 and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at:  [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have previous criminal convictions? | Yes |  |  |  | No |  |  |  |
| If YES please list on a separate sheet headed with your name and the post applied for. This information will remain confidential to the interview panel. | | | | | | | | |

# **Problematic Drug And Alcohol Use**

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| --- |
| BDP believes that problematic drug/alcohol use by a staff member will have an adverse affect on BDP’s work. Problematic use is defined as use which consistently/repeatedly affects an individual’s behaviour at work or their working relationships.  Previous problematic drug/alcohol use will not disqualify you from applying for a job with this organisation and we positively encourage those with past personal experience of drug misuse to apply. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have current problem drug/alcohol use? | Yes |  |  |  | No |  |  |  |  |
| This information will remain confidential to the interview panel. | | | | | | | | | |

# **Referees**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please provide the names and addresses of two referees who are in the position of being able to comment on your abilities and competence to work in the post. One must be your present/most recent employer. Referees will only be contacted if you are selected. | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | |  | | | | | | | | |
| Current/Most Recent Employer | | | | |  |  | | Second Referee | | | | | | | | | |
| Name: |  | | | |  |  | | Name: | | |  | | | | | |  |
|  | | | | | |  | |  | | | | | | | | | |
| Job Title: | |  | | |  |  | | Job Title: | | | |  | | | | |  |
|  | | | | | |  | |  | | | | | | | | | |
| Address: | |  | | |  |  | | Address: | | | |  | | | | |  |
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|  | | | | | |  | |  | | | | | | | | | |
| Daytime Tel No: | | |  | |  |  | | Daytime Tel No: | | | | |  | | | |  |
|  | | | | | |  | |  | | | | | | | | | |
| Email Address: | | |  | |  |  | | Email Address: | | | | | |  | | |  |
|  | | | | | |  | |  | | | | | | | | | |
| Relationship to you: | | | |  |  |  | | Relationship to you: | | | | | | |  | |  |
|  | | | |  |  |  | |  | |  | | | | | |  | |

# **Equal Opportunities**

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| --- | --- | --- | --- |
| BDP is striving to become an equal opportunities employer and service provider. It will be a condition of employment that you will be actively involved in the implementation of our Equalities Policy.  I confirm the information given on this form is accurate and true to the best of my belief. I understand that any incorrect information may lead to my application being disallowed or to my dismissal should I have taken up an appointment.  I am willing for this data to be held and processed by BDP under Data Protection legislation and consent to BDP verifying the information given with relevant third parties. | | | |
| Signed |  | Date |  |

# Please post to: Support Services, BDP, 11 Brunswick Square, Bristol BS2 8PE or email to recruitment@bdp.org.uk