**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT – PART 2**

Compass aims to promote equality of opportunity in employment and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership.

This form may be scanned or photocopied so please write clearly in **black** ink. Alternatively, the form may be typewritten.

Note to applicants: as this form is used for a wide variety of posts in Compass, not all sections will be equally applicable. Please complete the form as fully as possible. CVs will not be accepted.

|  |  |
| --- | --- |
| **Post for which you are applying:** |  |
| **Post Ref. No:** |  |
| **National Insurance number:** |  |

**PRESENT OR MOST RECENT EMPLOYMENT OR VOLUNTARY WORK**

|  |  |
| --- | --- |
| Present Employer: | |
| Address: | | |
| Post Held: | | Salary: £ |
| Main Duties: | | |
| Dates of Employment:  From: To: | Period of Notice: | |
| Reason for Leaving: | | |

**PREVIOUS EMPLOYMENT (most recent first)**

Please provide a full employment history in chronological order, including any voluntary or casual work.

|  |  |
| --- | --- |
| Employer: | Post Held: |
| Main Duties: | |
| Dates of Employment:  From: To: | Reason for Leaving: |

|  |  |
| --- | --- |
| Employer: | Post Held: |
| Main Duties: | |
| Dates of Employment:  From: To: | Reason for Leaving: |

|  |  |
| --- | --- |
| Employer: | Post Held: |
| Main Duties: | |
| Dates of Employment:  From: To: | Reason for Leaving: |

If applicable, please add any additional employment history here. If you are completing the form by hand, please continue on a separate sheet.

**GAPS IN EMPLOYMENT OR TRAINING HISTORY**

If there are periods of time that have not been accounted for in your application (gaps) please give detail of them below with dates.

|  |  |  |
| --- | --- | --- |
| Date from: | Date to: | Reason for gap in employment history |
|  |  |  |

**EDUCATION HISTORY (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date start | Date end | Establishment and course | Results |
|  |  |  |  |

If completing by hand, please continue on a separate sheet if necessary.

**TRAINING (including vocational qualifications)**

Please provide details of training and vocational qualifications which are relevant to the job for which you are applying.

|  |  |  |  |
| --- | --- | --- | --- |
| Type/Level | Subject | Date Obtained | Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROFESSIONAL REGISTRATION/MEMBERSHIP**

If professional registration/membership is required for this role (as confirmed on the person specification), please confirm whether you are currently registered with an appropriate UK association:

|  |  |
| --- | --- |
| GMC |  |
| NMC |  |
| Other (please specify) |  |

**PERSONAL STATEMENT**

Please use this space to demonstrate how you meet the essential and desirable criteria as detailed in the person specification. If necessary, please use a continuation sheet.

|  |
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|  |

**REHABILITATION OF OFFENDERS ACT 1974**

In order to protect certain vulnerable groups within society there are a number of posts and professions that are exempted from the Rehabilitation of Offenders Act. These posts include those involving access to children, young people and vulnerable adults.

If your application is successful and you are invited to interview you will be required to complete a consent for a DBS check and self declaration form which will be sent to you. You will be required to disclose any criminal record including unspent and ‘spent’ convictions, if the post you are applying for is exempt from the Rehabilitation of Offenders Act. The amendments to the Exceptions Order 1975 (2013) provides that certain spent convictions and cautions are ‘protected’ 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 on the Disclosure and Barring Service website.

Compass undertakes not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

**PERMISSION TO WORK IN THE UK**

Compass has a legal obligation to prevent illegal working in the UK. **All applicants must complete this section**

|  |  |
| --- | --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes/No |
| If yes, please provide details: | |
| If you are successful in your application, do you require a work permit prior to taking up employment? | Yes/No |

Evidence of your right to work in the UK will need to be provided at interview.

**REASONABLE ADJUSTMENTS**

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process, specifically in terms of **arrangements for attendance at interview** or in relation to any **tests** **or** **exercises** that may ask you request you to complete.

|  |
| --- |
| Details of any requested reasonable adjustments below: |

**ADDITIONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| How did you find out about this vacancy? (if a job site please specify which job site) | | |
| Are you related to or know any Compass Workers (employees, volunteers, sessional worker)? | | Yes / No |
| If yes, please state name of Compass Employee and your relationship to them: | | |
| Name: | Relationship: | |
| Please state any other potential conflict of interests which could arise from working for Compass such as involvement with other similar or connected organisations etc. (include name of organisation and your involvement): | | |

**REFERENCES**

Please give the names and the full contact details of two referees who can comment on your suitability for the post and whom we may contact for references at their business address or business email address, or alternatively, provide an email address for the HR Department. Referees should not be related to you and MUST include your present employer and previous employer, if applicable (two references from the same employer will not be accepted).

If you are a student and do not have an employment history, your school or college will be sufficient. Personal or character references will not be acceptable where there is an employment history. References are required as part of the employment and security process. Please ensure the persons named have agreed to act as a referee.

References will usually only be taken up if you are offered employment. Compass reserves the right to request further references details as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **One** | | **Two** | |
| Name: | | Name: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| Relationship (e.g. Manager): | | Relationship (e.g. Manager): | |
| Email: | | Email: | |
| HR Email: | | HR Email: | |
| Can Compass Approach referee? | | Can Compass Approach referee? | |

***All applicants will share Compass’ commitment to safeguarding children, young people and vulnerable adults.***

**Please send both Part 1 and Part 2 of the application form together in an email (as separate attachments) to:** [**recruitment@compass-uk.org**](mailto:recruitment@compass-uk.org) **or by post to the Human Resources Team, Compass, Studio One, Ground Floor, Marlborough House, Westminster Place, York, YO26 6RW.**

**Please note that Part 1 of the application form will not be shared with the shortlisting panel. Once the shortlisting process has been completed and confirmed to HR, your name and contact details will be shared with the interview panel.**