



**APPLICATION FORM  
PRIVATE & CONFIDENTIAL**

Please use black ink or typescript as it will be necessary to photocopy your application.  
Please complete in full. DO NOT submit a CV as an alternative to any part of the form.

Applications are invited from people from all sections of the community irrespective of their marital status, sexuality, disability, race, colour, nationality, ethnicity, national origins, or religion that have the necessary attributes to carry out the job.

Applications received after the closing date will not be considered.  
If you do not hear back from us within 2 weeks, unfortunately you have been unsuccessful on this occasion.

**POST APPLIED FOR:**

Job Title	
Where did you hear about this job? If an advertisement, please state which publication.	

**SECTION A**

Name	Surname:	Initials:	First name:
Title	Miss / Mrs / Ms / Mr / Other:	DOB:	
Home Address & Postcode			
Telephone Nos.	Home:	Work:	Mobile:
Email address			
Do you hold a full current driving licence?      Yes      No			
N.I. No.		Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION B**

**PRESENT OR MOST RECENT EMPLOYMENT**

Employer:

Address:	
Position Held:	Start Date:
Date Left (if applicable)/Notice period:	Reason for leaving/wanting to leave:
Basic Salary:	Other Benefits:
Please give brief details of your present duties:	

**PREVIOUS EMPLOYMENT (Start with most recent, continue on a separate sheet if necessary)**

Name and Address of Previous Employers	Position Held and Main Duties	Dates Employed Mth/Yr From To	Salary, Grade and Benefits	Reason for leaving

**SECTION C**

Examinations passed and professional qualifications obtained with grades and dates including current studies if any.

Name of School/College/Polytechnic/ University or Professional Body	Subject	Qualifications e.g. GCE, CSE, GCSE and Membership Grade (Please state if membership gained by examination)	Grade	Date

#### SECTION D

#### Requirements of the Job

Please provide examples of how you meet the following job requirements – for more information please see the Job Description and Person Specification.

EDUCATION, TRAINING AND KNOWLEDGE	
RELEVANT JOB EXPERIENCE	
RELEVANT SKILLS/ ABILITIES	
PERSONAL QUALITIES	

SPECIAL APTITUDES INTERESTS	
<b>ADDITIONAL INFORMATION</b>  Please add any further information that you feel will help relate your achievements, experience and capabilities to your suitability to this particular job role.	

**SECTION E****REFERENCES**

Please give the name and address of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. If school/college leaver, give the Head Teacher/Tutor etc. You should not give relatives as referees. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given, and to comment on your ability to do the job.

Title &amp; Name:

Title &amp; Name:

Occupation:

Occupation:

Address:

Address:

Tel No:

Tel No

Email:

Email:

We will not contact referees without your permission, and never before interview stage

**SECTION F****REHABILITATION OF OFFENDERS ACT 1974**

The post for which you are applying is exempt from the provisions of the above Act. You are therefore **not** entitled to withhold **any** information about convictions you may have had including any "spent" convictions. Any information you do disclose will be kept in strict confidence and will be used only in consideration for your suitability for the post for which you are applying. In the event of employment, any failure to disclose convictions may result in disciplinary action or dismissal. You must also disclose if you are currently subject to any kind of probation or supervision order.

Do you have anything to disclose?

☐ YES☐ NO

If you have ticked yes, please place full details of the offence and outcome in a sealed envelope.

## SECTION G

### DECLARATION

1. Whilst considering applications from individuals who have in the past misused alcohol or drugs it would be inappropriate for someone to provide support and counselling to someone trying to stop or control their misuse, who is him/herself still misusing alcohol and/or drugs or has only recently stopped. Therefore, anyone applying to work at Stepping Stones (Luton) must be able to declare that at the time of his/her application s/he has not used alcohol problematically or used drugs, in this context this includes medication for withdrawal from drugs, within the last 24 months. This period will be reduced by 6 months if s/he has successfully completed a treatment programme of at least 13 weeks duration. Applicants who have been through the Criminal Justice System must also be 2 years post-licence or post order. Please sign the declaration:

**I declare that I have not used alcohol problematically or used drugs within the last 24 months and that I am two years post-licence (where applicable).**

**The particulars I have set out on this application form are true in all respects.**

2. I acknowledge that an appointment if offered will be subject to satisfactory medical clearance. Currently I am in good health.

3. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**Stepping Stones Luton will store your recruitment paperwork safely and securely in line with the Data Protection Act and GDPR guidance for up to a year. This is for the purpose of managing future recruitment campaigns and any feedback / appeals.**

**If you are not happy for us to keep your records please let us know.**

**For further information please request a copy of our Data Protection Policy.**

### FOR PERSONNEL/SHORTLISTING USE ONLY

Shortlisting Date:

Shortlisted: YES/NO

Panel members:

Date of Interview:

Comments:

