**City of Chelmsford Mencap’s Outreach Academy**

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| **Job Title: Specialist Support Worker (Bank)** |

**Personal details**

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| TITLE:  FORENAMES:  LAST NAME:  ADDRESS:  TOWN:  COUNTY:  POSTCODE:  HOME TEL:  MOBILE TEL:  EMAIL:  DATE OF BIRTH:  NATIONAL INSURANCE NUMBER: |
| v  Are you currently employed? YES NO |

**Education qualifications** *N.B. You may be asked to provide evidence*

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| Secondary Education | | | | |
| Qualification | Level | Subject | Grade | Completion date |
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| Secondary Education (cont.) | | | | |
| Qualification | Level | Subject | Grade | Completion date |
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| Further / Higher Education (Degree, Diploma, BTEC, NVQ, City and Guilds etc) | | | | |
| Institution | Dates | Qualification | Subject | Pass level / Grade |
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| Other relevant qualifications *Including the expiry date of any mandatory training certificates* |
| Any relevant experience *Continue on separate sheet if necessary* |

**Current or latest employment**

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| Name and address of current/last employer: | Job title:  Salary:  Weekly hours: |
| Commencement date: | Leaving date: |
| Notice required: | Reason for leaving: |
| Main duties, responsibilities and achievements | |

**Work and voluntary experience** *Please list in date order starting with most recent*

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| --- | --- | --- | --- |
| Dates | Organisation and nature of business | Job title and role with brief description of duties and responsibilities | Reason for leaving |
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**Driving**

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| Do you have a current driving licence? YES NO  Do you have any pending driving penalties or convictions? YES NO  Do you have access to a suitable vehicle and are you willing and able to use it on a day to day basis in the performance of your duties, e.g. working across sites? YES NO  Does your driving licence qualify you to drive a minibus (D1 category)? YES NO |

**References** *Please give details of two people who have known you professionally (or as a tutor/teacher if appropriate) during the past three years*

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| Name  Position  Organisation  Address  Tel no.  Email | Name  Position  Organisation  Address  Tel no.  Email |

**Entitlement to work in the UK**

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| To comply with the Asylum and Immigration Act 1996, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see appropriate official documentation, for example one showing your National Insurance number, your birth certificate or passport. You will be asked to provide these if selected for interview.  Do you require a work permit to work in the UK? YES NO  If you already have a work permit, please give the expiry date: |

**Criminal convictions**

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| Please give details of criminal convictions. Unless stated otherwise, you do not need to declare convictions which are ‘spent’, as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. Please state NONE if appropriate. |

**Your reasons for applying for this post**

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| Please explain why you are applying for this position, your interest in the Outreach Academy and what you feel you have to offer our service users |
| Please give details of any access or communication requirements you have if invited for an interview: |

**Declaration**

I declare that, to the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed before this is disclosed, could lead to my dismissal.

*(Where applicable)* In submitting this form via email I confirm the above to be true, and understand that I will be asked to sign this form if invited for interview.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_