**Pathfinders Neuromuscular Alliance**

**Employment Application Form**

**Post applied for:**

**PERSONAL DETAILS:**

**Last Name:**

**First Name(s):**

**Address:**

**Email:**

**Telephone No Daytime: Evening:**

**Preferred Contact Method:**

#### JOB ADJUSTMENTS

**Are there any adjustments to the essential duties of this post that you think we could make in relation to a disability you may have? Delete as appropriate**

**YES / NO**

If Yes, please provide details (using a continuation sheet if necessary):

**INTERVIEW ADJUSTMENTS**

**2) Please specify any changes to the recruitment interviewing process that you would like us to make to ensure you have equality of opportunity. Please also tell us if there is any reason (e.g. religious festival) which means you cannot attend on the published interview date:**

**REHABILITATION OF OFFENDERS ACT 1974**

Please note: If the post you have applied for meets the exemption requirements under this Act, all successful applicants will be subject to a criminal records check before the appointment is confirmed. This will include all spent and unspent convictions, cautions, reprimands or final warnings.

Please declare any unspent convictions you have (or all convictions if the post is exempt under the Act) on a separate sheet and mark this box if doing so

If the post involves contact with children or other vulnerable members of society, or is seen as a position of trust, you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. The disclosure of a criminal record will not disqualify you from appointment unless the selection panel considers the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction, caution or bind over may disqualify you from appointment or result in summary dismissal should this information come to light in the future.

**REFERENCES:**

**Please give the names and addresses of two people, other than relatives who we can approach for references. One should be a present or recent employer.**

**(Referees will be not be contacted before an offer of appointment)**

**1) Name:**   **2)** **Name:**

**Address:**  **Address:**

**Tel: Tel:**

**In what capacity does each person know you?**

**1)** ................................................................

**2)** ................................................................

**DECLARATION**

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated and for details of any sickness absence over the last 2 years to be obtained. I confirm that I am entitled to live and work in the United Kingdom.

**Signed/Typed: Date:**

When completed please email this form to [info@pathfindersalliance.org.uk](mailto:info@pathfindersalliance.org.uk)

**Data Protection Act 2018 and UK GDPR**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Pathfinders will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *consent* to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. Data on all applicants will be kept for 12 months to evidence any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants

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| **What skills & experience do you possess that you could bring to the post?**  Please use this space to explain how your skills and experience meet the requirements of this job as given in the person specification. **Please explain how each point relates to the person specification.**  You may draw on skills, knowledge, experiences gained from paid/unpaid work, domestic responsibilities, education and training courses, leisure interests and voluntary activities. |

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| **Education and Training:**  Please list all examinations, qualifications, relevant training courses, workshops etc, including places of study and dates. |

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| **Employment History:**  Please start with your present or most recent job first. Include dates, name of employer and brief description of work. Please include voluntary work in this section and mark clearly.  ***Please do not attach any further pages, additional information or CVs***  ***only the information on this form will be read*** |
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