**Invictus Wellbeing – Application Form**

| **Post applied for:** |
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1. **PERSONAL DETAILS**

| **Surname:**  **Title by which you wish to be referred:**  **(Mr/Mrs/Miss/Ms/Other)**  **Permanent address:**  **Postcode:**  **Home telephone:**  **Daytime telephone:**  **BACP No (if applicable):**  **Do you hold a current driving licence?** | **Forenames:**  **Marital status:**  **Address for correspondence (if different):**  **Postcode:**  **Mobile telephone no:**  **Email address:**  **National Insurance number:**  **Date of birth:** |
| --- | --- |

1. **CURRENT EMPLOYMENT**

| **Current employer:**  **Job Title:**  **Hours:**  **Annual salary:**  **Employment dates:**  **Brief description of duties:**  **Reason for wishing to leave current employment:** |
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1. **EMPLOYMENT HISTORY**

| **Employer** | **Post** | **Full or part time (if part time please give hours)** | **Dates** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |

1. **EDUCATION AND TRAINING FROM AGE 11 ONWARDS (including Teacher Training)**

| **Dates** | | **Full or Part Time** | **Name of Educational Establishment** | **Qualification gained** | **Class of Degree (eg Hons etc)** | **Date of Award** |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |  |  |

1. **REFERENCES**

**Invictus Wellbeing is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. References will therefore be sought for shortlisted candidates prior to interview (where timescales allow). Any job offer will be subject to acceptable references and an enhanced DBS check.**

**Please give names and addresses of two referees, one of which must be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.**

| **Referee 1 – name, job title:**  **Contact details – tel, address, email:**  **Capacity known:** |
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| **Referee 2 – name, job title:**  **Contact details – tel, address, email:**  **Capacity known:** |

1. **DECLARATIONS**



**Have you ever been the subject of formal disciplinary proceedings? YES No** 

**Please declare any relationship with, or to, any member of staff associated with or employed by Invictus Wellbeing:**

**Name and position …………………………………………………………………………………………………………………**

**Relationship …………………………………………………………………………………………………………………**

1. **HEALTH AND THE EQUALITY ACT 2010**

| **Invictus Wellbeing is committed to providing access to employment opportunities for disabled people. Please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.**   1. **Do you consider yourself to have a medical condition or disability which may be covered by the provisions of the Equality Act (2010)?** 2. **Do you require any reasonable adjustments in order to enable a fair interview and selection process?** 3. **Is your health such that you can carry out the prescribed activities of a as set out by the Education Act 2002?**   **Successful candidates will be required to complete a Health Questionnaire and may be required to undergo a medical assessment prior to commencing employment.** |
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1. **DISCLOSURE OF CRIMINAL BACKGROUND**

**Invictus Wellbeing is required to check the criminal background of employees whose jobs give them access to children. Decisions to appoint will be subject to an enhanced DBS check.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are “spent” under the provisions of the Act.**

**Please answer the following questions:**

Have you ever been convicted of a criminal offence? YES/NO

Have you ever been cautioned for a criminal charge? YES/NO

Are you the subject of a criminal charge at present? YES/NO

**If you are invited for interview and have answered “yes” to any of the above questions, a statement of these details should be brought to the interview in an envelope marked “Private & Confidential – For Addressee Only” in the top right hand corner and the words “Conviction Information” marked below. This should be addressed to the Wellbeing Services Director**.

1. **APPLICANT SIGNATURE AND DECLARATION**

**I declare that the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information is grounds for disciplinary action which may lead to dismissal.**

**I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Invictus Wellbeing .**

**Signed: Date:**

**Where did you hear about this vacancy?**

**…….………………………………………………………………………………………………………**

**Do you consent for your application to be shared with other establishments within Invictus Wellbeing ? Applications will only be shared if there are alternative vacancies that may be of interest to you.**

**…….………………………………………………………………………………………………………………………………………………**

**Data Protection Act**

The information collected on this form will be processed in order to manage your application. If successful, your personal information will be retained whilst you are an employee and will be used for payroll, pension and administration. It will not ordinarily be disclosed to anyone outside Invictus Wellbeing without first seeking your permission. You can view your legal rights regarding personal information by viewing the following website or contacting the Information Commissioner [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**EQUAL OPPORTUNITIES MONITORING FORM**

**Invictus Wellbeing is committed to equal opportunities for all. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the workforce. In order to fulfil this duty, you are requested to provide the information outlined below. Filling in this form is voluntary and will help the organisation encourage equality and diversity.**

**This form will be kept separate from your application and will remain confidential. It will not be shown to the selection panel.**

**Gender**   **Male/Female**



**Are you married or in a civil partnership?**



**Age 45-49**

16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆



**Ethnicity**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

**African** 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:



**Do you consider yourself to have a disability or health condition?**

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the Chair of the Recruitment Panel.



**What is your sexual orientation?**



**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:



**What is your current working pattern?**

