



RESTORATIVE SOLUTIONS CIC APPLICATION FORM

Please complete this application form and return it on or before the closing date specified in the advertisement. Late applications will not be considered.

1. POSITION APPLIED FOR:

2. PERSONAL DETAILS

First Name:		Surname:	
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Address:	

Postcode:	
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Mobile No.		Daytime Contact No.	
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E-mail address:	
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National Insurance No.										
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Do you have the right to work in the UK?

Note: the company might require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

Yes

No

3. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

Current or Most Recent Employer

Name of Employer:	
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Address	
	Postcode:

Position Held:	
Responsibilities:	

Date Started:		Leaving Date:	
Reason for Leaving:			

Final Salary:	
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Previous Employment

Name of Employer:	
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Address	
	Postcode:

Position Held:	
Responsibilities:	

Date Started:		Leaving Date:	
Reason for Leaving:			

Final Salary:	
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Previous Employment

Name of Employer:	
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Address	
	Postcode:

Position Held:	
Responsibilities:	

Date Started:		Leaving Date:	
Reason for Leaving:			

Final Salary:	
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Previous employment

Name of Employer:	
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Address	
	Postcode:

Position Held:	
Responsibilities:	

Date Started:		Leaving Date:	
Reason for Leaving:			

Final Salary:	
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4. EDUCATIONS/QUALIFICATIONS

School	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

5. TRAINING

Please use the space below to give details of any training or non-qualification based development which is relevant to the vacancy and supports your application

Training Course	Course Details (including length of course/nature of training)

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6. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained. (Please refer to the outline job description and person specification attached to the job advert)

Tell us about any previous employment or volunteer experience you have that may be appropriate to this role?

What skills/qualities/experience could you bring to this role?

Why would you like to work with Restorative Solutions?

Why do you think you are suitable for this role?

Please provide details of any current Police vetting and/or DBS Certificates you hold

What is your notice period in any current employment?

7. REFEREES

Note: We will only obtain references after you accept any job offer from Restorative Solutions CIC.
Please give the detail of two references. (Usually current/former employer)

Referee 1.

Name of Referee and relationship to you:	
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Address	
	Postcode:
	Email: Tel:

Referee 2.

Name of Referee and relationship to you:	
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Address	
	Postcode:
	Email: Tel:

8. If you need us to make any adaptations for your interview to accommodate any disability or health issues you may have, please tell us what these should be?

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9. Where did you see the job advertised?

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10. REHABILITATION OF OFFENDERS ACT (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. **In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.**

Please note: Previous convictions may not necessarily be a bar to employment

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.

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11. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

Please complete the separate monitoring form enclosed.

DATA MONITORING

The new public sector Equality Duty came into force on 5 April 2011. The new duty requires service providers to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations in the course of delivering services. This form is to allow us to monitor our progress towards equal opportunities.

Completion of this form is optional and, please only answer as many questions as you feel comfortable with.

<u>GENDER</u>	<u>AGE</u>	<u>ETHNICITY</u>	<u>RELIGION OR BELIEF</u>	<u>DISABILITY</u> (A physical or mental impairment which has a substantial and long term affect in a person's ability to carry out day to day activities)
Male []	16 -24 []	White []	Non []	
Female []	25-34 []	Mixed []	Christian []	Yes []
	35-44 []	Asian or Asian British []	Buddhist []	No []
	45-54 []	Black or Black British []	Hindu []	
	55-64 []	Chinese []	Jewish []	
	65-74 []	Other []	Muslim []	
	75+ []		Sikh []	
			Other []	

Other Characteristics (New protected characteristics which are included in the Equality Duty in April 2011)

	<u>SEXUAL ORIENTATION / GENDER IDENTITY</u>
Pregnancy []	Heterosexual / Straight []
Maternity []	Gay / Lesbian []
Caring Responsibilities []	Bisexual []
Married / Civil Partnership []	Transgender []
	Transsexual []
	Intersex []