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| **Post Applied for:** |  |

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| **PERSONAL DETAILS** | |
| **Surname or Family Name** |  |
| **Other names** |  |
| **Address** |  |
| **Post code** |  |
| **Email address** |  |
| **Telephone number** |  |

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| **Are there any restrictions on you taking up employment in the UK?** | | | | |
| **Yes:** |  | **No:** |  |  |
| **If yes, please provide details:** | | | |  |

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| **EDUCATION AND QUALIFICATIONS**  **Details of educational history, most recent first. Please list all schools, colleges, universities etc you have attended. Add as many rows as you need.** | | | | |
| **School/College/University** | **Course(s) studied** | **Qualification and grade/level (if obtained)** | **DATES** | |
| **From** | **To** |
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| **OTHER RELEVANT QUALIFICATIONS, TRAINING, PROFESSIONAL BODY MEMBERSHP ETC** |
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| **EMPLOYMENT HISTORY**  **Add additional lines as required** | | |
| **Last/current employment** | Name of Employer: |  |
| Address: |  |
| Dates of employment: |  |
| Job title: |  |
| Duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| **Previous employment #2** | Name of Employer: |  |
| Address: |  |
| Dates of employment: |  |
| Job title: |  |
| Duties: |  |
| Reason for leaving: |  |
| **Previous employment #3** | Name of Employer: |  |
| Address: |  |
| Dates of employment: |  |
| Job title: |  |
| Duties: |  |
| Reason for leaving: |  |

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| **Other Employment**  Please provide details of any employment you would like to continue with if you were to be successful in obtaining the role. |
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| **LEISURE AND VOLUNTARY WORK**  What are your leisure interests? Please include any community or voluntary activities or commitments |
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| **REFERENCES**  Please share details of two references we may approach. We will only approach references after an offer has been made | | |
| Reference #1 | Title: |  |
| Surname or family name: |  |
| Other names: |  |
| Address: |  |
| Post code: |  |
| Email: |  |
| Contact no: |  |
| Capacity in which known to you: |  |
| Reference #2 | Title: |  |
| Surname or family name: |  |
| Other names: |  |
| Address: |  |
| Post code: |  |
| Email: |  |
| Contact no: |  |
| Capacity in which known to you: |  |

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| Personal statement  Please detail your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills, experience, and personal qualities meet the requirements of this role (as summarised in the person specification).  Please do not use more than two sides of A4, 12pt font, for this part of the application. |
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| **Criminal Record**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  We only ask about criminal records if they are relevant to the role and do not consider it necessary in the case of this role. |

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| Data Protection |
| 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes. 2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. 3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at (https://www.crimeandjustice.org.uk/about/privacy-policy). |