

APPLICATION FORM

Confidential

Please use black ink and write clearly or type

Please return this form by the deadline stated in the application pack in one of the following ways:

1. By email to info@crimeandjustice.org.uk with the subject heading RECRUITMENT
2. By post to: Centre for Crime and Justice Studies, 2 Langley Lane, London SW8 1GB
3. By hand to: Centre for Crime and Justice Studies, 2 Langley Lane, London SW8 1GB

PERSONAL DETAILS

Surname or Family Name	
Other names	
Home Address	
Home Telephone	
Daytime Telephone (if different)	
Email address (write clearly)	

EDUCATION AND QUALIFICATIONS

Details of educational history, most recent first. Please list all schools, colleges, universities etc you have attended.

Institution	Course(s) studied	Qualification and grade/level (if obtained)	DATES	
			From	To

OTHER QUALIFICATIONS AND TRAINING RELEVANT TO THIS JOB APPLICATION

Please include in-service and on-the-job training as well as formal training courses

EMPLOYMENT

Please start with your current or most recent job and work backwards.

Name and address of employer	Post and responsibilities	Dates of employment		Reason for leaving
		From	To	

VOLUNTARY WORK

Please start with your current or most recent experience and work backwards.

Name and address of organisation	Nature of voluntary work	Dates of voluntary work		Reason for leaving
		From	To	

CRIMINAL CONVICTIONS OR CAUTIONS

If you are invited to interview, we will supply you with a criminal record declaration form which you will need to complete with details of any unspent convictions and submit to the chair of the interview panel in person in order to be considered for the appointment.

A check as to the existence and content of a criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

PERSONAL STATEMENT

On separate sheets please use up to two A4 sides to give details of your relevant skills, abilities, experience, knowledge and other qualities.

Please ensure that you itemise your responses to demonstrate how your qualifications, skills, abilities, experience, knowledge and other qualities meet the requirements of the Person Specification to be tested through the Application Form.

DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES

We will only approach references after an offer has been made.

First referee (this should be your current or most recent employer, unless you have not been employed before)	
Name of organisation (if applicable) and address	
Telephone	
Email	
Capacity in which known to you	

Second referee	
Name of organisation (if applicable) and address	
Telephone	
Email	
Capacity in which known to you	

GUIDANCE NOTES FOR APPLICANTS

PERSONAL DETAILS

Please enter your details fully and clearly so we may contact you about your application.

REFEREES

Give the names and addresses of two referees, one of whom should be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

QUALIFICATIONS AND OTHER RELEVANT TRAINING

Give details of your relevant qualifications and training courses. (You may be asked to produce proof of relevant qualifications prior to appointment).

Look at the person specification to see which qualifications/training is essential. You may also have gained qualifications and attended training that, although not essential, are relevant to the job.

We are also interested in any relevant courses that did not lead to an examination or qualification and will take into account equivalent education/qualifications gained overseas or as part of a vocational training scheme.

EMPLOYMENT AND VOLUNTARY EXPERIENCE

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

It is important that any gaps in your work history are fully explained on the form.

PERSONAL STATEMENT

Using separate sheets (up to two A4 sides), tell us why you think you can do the job.

- You should provide evidence of your relevant skills, abilities, experience, knowledge and other qualities by giving specific examples and demonstrating how you meet the criteria on the person specification.
- You should think very carefully before completing this section and refer to both the job description and person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that might be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

DATA PROTECTION

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records.