

Simon on the Streets

Crown House

94 Armley Road

Leeds

LS12 2EJ

Tel: 0113 345 2270

Email: [admin@simononthestreets.co.uk](mailto:admin@simononthestreets.co.uk)

**JOB APPLICATION FORM**

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| --- |
| **Role: Outreach Worker** |

***Please complete all the following questions either electronically or using black ink. Any other format will not be accepted.***

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Forenames: | | Surname: |
| Address: |  | | |
| Home Tel:  (Please specify times or dates when it is convenient to call) | | Work Tel:  Mobile:  (Please specify times or dates when it is convenient to call) | |
| Email address: | | Do you require a work permit to work in the UK?  [YES/NO]  Please not you will need to bring proof of your entitlement to work in the UK at an interview. | |
| If you are disabled, would you require any assistance at the interview?  [YES/NO]  If yes, please specify: | | Please tell us where you heard about this job vacancy or where you saw it advertised: | |
| Do you hold a full UK driving license?  [YES/NO] | | Do you have access to your own vehicle?  [YES/NO] | |

**REFERENCES**

|  |  |
| --- | --- |
| Please give names and addresses of two referees. (One should be your present employer or, if not employed, your previous employer or a tutor).  All offers of employment are subject to Simon on the Streets receiving two suitable and satisfactory references. | |
| Name: | |
| Address: | |
| Tel: | Email Address: |
| Occuption: | Capacity in which known: |
| May we approach this referee prior to the interview?  [YES/NO] |  |

|  |  |
| --- | --- |
| Name: | |
| Address: | |
| Tel: | Email Address: |
| Occuption: | Capacity in which known: |
| May we approach this referee prior to the interview?  [YES/NO] |  |

**EDUCATION AND PROFESSIONAL / TECHNICAL TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF INSTITUTION | DATES | | QUALIFICATIONS GAINED  NB: You will be required to produce written evidence of qualifications |
| FROM | TO |
| *(Start with most recent first)* |  | |  |

**VOLUNTARY WORK**

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| --- |
| Please give details of any voluntary work undertaken, including dates: |

**CURRENT EMPLOYMENT DETAILS**

|  |  |  |
| --- | --- | --- |
| Job Title: | | Salary (£): |
| Name of Employer:  Address of Employer: | | |
| Brief description of principal duties: | | |
| Date appointed: | Notice period required: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYMENT | | | (Please list all other posts held, starting with most recent and account for any gaps in employment history) | |
| Name of Employer | Date | | Position held and brief description of duties | Reason for leaving |
| From | To |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

The person specification indicates the types of knowledge, skills and experiences that are needed to carry out this position. Please use the space below to demonstrate your knowledge, skills and experience in the areas outlined in the person specification. You may include details of other paid/unpaid work, and any relevant hobbies etc (300 words).

|  |
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**CRIMINAL CONVICTIONS**

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| The post for which you have applied is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exemptions) Order 1975. Therefore, you are required to provide full details of all convictions, cautions and bind-overs including those regarded as spent under the ROA, and any pending prosecutions.  Under arrangements for the protection of children and vulnerable adults at risk of harm, we will check with the police about the existence and content of any criminal record. This is a DISCLOSURE AND BARRING SERVICE check (DBS). Police checks will only be made on the successful applicant. Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal. However a criminal conviction spent or unspent will not automatically exclude you from employment. In the event of employment any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.  Do you have a Criminal Conviction(s) or police Cautions. Answer YES or NO: …..  If you have answered Yes to the above question, then please supply, on a separate sheet of paper, information about all convictions against you, this includes: prison sentence, bind-over, caution, discharge, probation, conviction, fines, community service, punishment orders, curfew, drug treatment/testing, reparation orders and compensation. Please state clearly the offence for which you were convicted; the date of conviction; the court in which you were convicted and the sentence imposed.  Are there any current criminal proceedings against you? Answer YES or NO: …… |

**DISCLOSURE OF INFORMATION**

Please sign and date below to indicate your agreement to the following declaration which applies to all information provided by you in this application.

**DECLARATION**

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that providing false information with regard to this application shall disqualify me, or if discovered after employment, may lead to my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please return completed application forms to** [**admin@simononthestreets.co.uk**](mailto:admin@simononthestreets.co.uk) **or post them to Simon on the Streets, Crown House, 94 Armley Road, Leeds, LS12 2EJ.**