## Application for Employment

* All personal details on this form will be treated in confidence.
* Please **do not** submit a CV – it will not be considered as part of the application.
* You will be required to provide original copies of proof of identification.
* If you are not a national of a European Economic Area country, you will be required to provide evidence of permission to work in the UK.
* Please refer to the Job Description and Person Specification for this post

Please return this form

by e-mail: [enquiries@visyon.org.uk](mailto:enquiries@visyon.org.uk) ;

by post: Visyon, Fellowship House, Park Road, Congleton Cheshire. CW12 1DP

Position applied for:

Where did you find out about this vacancy?

**1. Personal**

Please fill in the attached Applicants Personal Details

(Office Use Only: Code No…………     ……………………………..)

Do you hold a current driving licence? Yes  No

**2. Education** [subjects and grades] You will be required to produce proof of qualifications.

Please list education qualifications:

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| --- | --- | --- | --- |
| Qualification | School/college/awarding bodies | Date | Grade |
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Additional qualifications

Please list membership of professional bodies and relevant registration numbers:

(Counselling posts only) How many hours of counselling under supervision have you carried out?

**3. Other Interests**

Please list your main interests outside work:

**4. Employment history (most recent first)**

| **Name & Address of Employer** | **Post Held** | **Dates to/from** | **Salary** | **Brief Description of Duties** | **Reason for leaving** |
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**Additional employment information**

**Please use this space to explain any gaps in employment**

**5. Your Experience**

Please tell us why you believe you should be given this job in Visyon**,** taking into account the **job description** and **person specification** supplied and demonstrating how you would meet the requirements of this post.

**Ensure that you address each of the points listed in the person specification.**

Please note that our shortlisting process is done against the person specification. **If you do not provide examples of how you meet the essential requirements of the post you will not be shortlisted.** Continue on an additional page, as required.

# 6. References

Two references will be sought before an appointment can be finalised.

Please give the following information for references to be taken up following a successful interview. Addresses, telephone numbers and email addresses of two people (not relatives, or a current Visyon staff member) who can be contacted for references

Present Employer/ Immediate Past Employer:

Contact Name:

Contact Tel. No:

Organisation:

Address:

Email address:

Second Reference

Contact Name:

Contact Tel. No:

Organisation:

Address:

Email address:

How do they know you:

**8.** **Visyon**

Are you related to an employee or trustee of Visyon?If so, please give details:

**9. Declaration:**

I confirm that the above statements are true and correct and accept that any misrepresentation will invalidate my application and may lead to my dismissal after employment. I am prepared to undergo a medical examination and answer any questions if requested.

Signed:

Date:

All applications will be subject to checks under Section 8 of the Asylum and Immigration Act 1996.

As a demonstration of Visyon’s commitment to Safeguarding Children, all applications will be subject to a satisfactory DBS check and references, which will need to be received before full duties, i.e. un-supervised access to young people, can be undertaken.

Visyon is exempt from the Rehabilitation of Offenders Act 1974 and therefore does not have to employ anyone with a criminal record “spent” or otherwise. However, Disclosure information will not be used unfairly.