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This form can be supplied in large print, please contact us.

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| Job Application Form |

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| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

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| --- |
| Personal details |

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| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
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|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mobile Telephone No.** |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

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| 2. Education/Qualifications |

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| --- | --- | --- | --- |
| **Dates from** | **To** | **Name of school/college/university** | **Qualifications Obtained** |
|  |  |  |  |

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| **3. Training and Development** | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
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| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

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| 4. Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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| --- | --- | --- | --- |
| **Dates from** | **To** | **Name of employer** | **Job title/main responsibilities** |
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| 5. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. |
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| 6. Convictions/ Disqualifications |

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| To ensure the safety of our clients a DBS check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position at Company Chameleon. If a check is returned and reveals any information, this will be discussed with the applicant. The Company Manager will make a decision as to whether the offer of employment should be withdrawn. |

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are?

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If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

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**Are you closely related or married to a staff or Board member of Company Chameleon? Yes/No**

If yes, please state the name of the staff or Board member and nature of this relationship below:

**If appointed when could you start? Give period of notice if applicable**

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| References |

Please give the detail of **two** references – see guidance sheet for further information.

|  |  |
| --- | --- |
| Name of Referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | **Email:**      **Tel:** |

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| --- | --- |
| Name of Referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | **Email:**      **Tel:** |

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| Declaration |

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| Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. I agree that Company Chameleon can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998. **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

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| Signed: |  | **Date:** |  |
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##### GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Always read through your final version before you send it.

If you require an acknowledgement of your application:

* If emailing you must activate a read receipt from your email account.
* Please note with limited resources, we cannot verify if we have received your application over the phone.

To complete your application:

* Please type or write clearly in black or blue ink.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

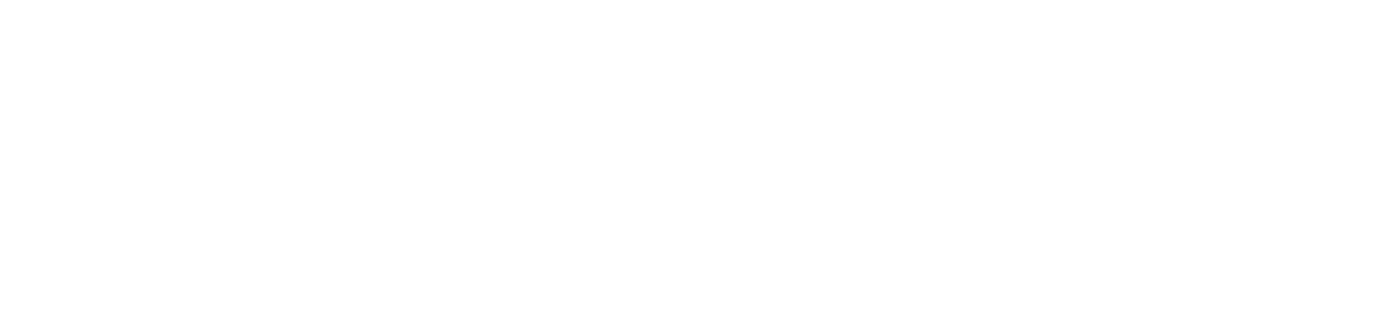
###### **Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
* Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
* Use concise, unambiguous sentences and avoid exaggerations.
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim   
  for the day before the deadline.

Finally good luck with your application and thank you for your interest in Company Chameleon.



**#10yearsChameleon**

**www.companychameleon.com**