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**Job Application Form:** **Project & Public Engagement Officer**

**Please email your completed form to** [**secretary@rescare.org.uk**](mailto:secretary@rescare.org.uk) **by 5pm on Monday 15th March.**

If you require this application form in a different format or need any reasonable adjustments to complete your application, please let us know. For further information or clarification on the role, please call 07963 861850 between 9am and 5pm Monday to Friday.

**Section One – Personal Information**

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| --- | --- | --- | --- | --- | --- |
| **First name(s)** |  | **Surname** | |  | |
| **Address** |  | | | | |
| **Postcode** |  | | | | |
| **Contact number (1)** |  | | **Contact number (2)** | |  |
| **Email** |  | | | | |

We will normally contact you by email. Please let us know here if you would prefer to be contacted another way:

**References**

Please give full contact details for two referees, one of which should be your current or most recent employer. They should be people who know you well (1 year minimum) and are able to comment on your experience and qualifications for the post, as well as your character and personal qualities. They should not be relatives/ friends. References will only be taken up for the successful candidate.

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| --- | --- | --- | --- | --- |
| **Name** |  | | **Job title** |  |
| **Postal address** |  | | **Postcode** |  |
| **Contact number (1)** |  | | **Contact number (2)** |  |
| **Email** |  | | | |
| **How does this referee know you?** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | **Job title** |  |
| **Postal address** |  | | **Postcode** |  |
| **Contact number (1)** |  | | **Contact number (2)** |  |
| **Email** |  | | | |
| **How does this referee know you?** | |  | | |

**Criminal Convictions**

Having a criminal record will not necessarily bar you from working for Rescare. The information provided here will be assessed against the type of role that you are applying for.

|  |  |  |
| --- | --- | --- |
| **Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?** | |  |
| **If Yes, please provide details of the offence and the date of the conviction** |  | |

**Disclosure Barring Service**

A Basic Disclosure Check will be required for the successful candidate. This will be paid for by Rescare.

**Data Protection Statement**

The information supplied on this form will only be used to assess your suitability for the advertised post. The information provided by unsuccessful applicants will be destroyed after 6 months.

**Declaration**

**I declare that the information that I have provided in Section One and Section Two is, to the best of my knowledge, correct and true. I understand that any misrepresentation may invalidate my application and if I am appointed on the basis of false information, then I may be summarily dismissed.**

**I consent to Rescare using and storing my personal data for the purposes of recruitment and selection purposes only.**

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|  | In place of your signature please tick this box to show your acceptance of this declaration. |

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| --- | --- |
| **Date** |  |

**CONTINUE TO SECTION 2**

**Job Application Form: Project & Public Engagement Officer**

**Section 2 – Experience, Education and Skills**

**Work Experience**

Please do not leave gaps in your work history. Please include voluntary roles, community activities, time caring for dependants and personal development. Please do use extra sheets if needed.

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| --- | --- | --- | --- | --- | --- |
| **Employer’s Name/Address and Type of Business** | **Your position, brief description of role and responsibilities** | | | | |
|  |  | | | | |
| **Dates** | **From** |  | **To** |  |
| **Reason for leaving** |  | | | |
| **Employer’s Name/Address and Type of Business** | **Your position, brief description of role and responsibilities** | | | | |
|  |  | | | | |
| **Dates** | **From** |  | **To** |  |
| **Reason for leaving** |  | | | |
| **Employer’s Name/Address and Type of Business** | **Your position, brief description of role and responsibilities** | | | | |
|  |  | | | | |
| **Dates** | **From** |  | **To** |  |
| **Reason for leaving** |  | | | |
| **Employer’s Name/Address and Type of Business** | **Your position, brief description of role and responsibilities** | | | | |
|  |  | | | | |
| **Dates** | **From** |  | **To** |  |
| **Reason for leaving** |  | | | |

**Work Experience (cont.)**

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| --- | --- | --- | --- | --- | --- |
| **Employer’s Name/Address and Type of Business** | **Your position, brief description of role and responsibilities** | | | | |
|  |  | | | | |
| **Dates** | **From** |  | **To** |  |
| **Reason for leaving** |  | | | |
| **Employer’s Name/Address and Type of Business** | **Your position, brief description of role and responsibilities** | | | | |
|  |  | | | | |
| **Dates** | **From** |  | **To** |  |
| **Reason for leaving** |  | | | |

**Education and Training**

Please list all relevant educational and training qualifications from school, college, university and job related professional development. Copies of certificates may be requested if you are appointed.

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| **Subject** | **Level** | **Grade** |
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| **Membership of any Professional Bodies** |  |

**IMPORTANT – Supporting Information**

Please explain, with examples, how your skills, knowledge and experience (paid and unpaid) meet the essential and desirable criterion of the person specification. This section will be used to determine the shortlisting of applicants for interview.

**Please ensure that, as a minimum, you provide information for each of the 8 essential criteria.**

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