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| JASON 1:1. Now_client work_June 2017 :F&BF_Faith & Belief Forum:Identity and guidelines:4. Artwork:Master logos:F&BF Secondary logos:RGB Set:Set 1_with descriptor:Sec Logo_Set 1:F&BF_Sec Logo 1.1_RGB.png**Application Form** |

Please complete all sections of this form in type (font size min 10) or black ink. All questions must be answered in the boxes provided, all of which can be expanded as required.

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| Full name (*as shown on official documents*): |        | Name known by(*if different*): |       |
| Address: |        |
|       | Post Code: |        |
| Contact Number: |        |
| E-mail Address: |        |
| Where did you see the position advertised? |        |
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**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School/s,Colleges, Universities | From: | To: | Brief Details of Courses: | Grade/s: |
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**Other training/qualifications you have received which you consider relevant:**

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**Employment:**

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| Current/most recent employer: |  |
| Address: |  |
| Date Started: |  | Until: |  | Notice required: |  |
| Job Title: |  | Basic salary per annum: |  |
| Brief Description of Duties: |  |
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| Reason for leaving: |  |
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**Other employment/career history starting with most recent:**

Please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

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| --- | --- | --- | --- | --- |
| From: | To: | Employer:Name and Address: | Post: | Reason for Leaving: |
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**Right to work in the UK**:

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| Are you a UK/EU passport holder? | **YES** **[ ]  NO** [ ]   | Do you have the right to work in the UK?  | **YES [ ]  NO** [ ]   |

**Criminal offences**:

the Faith & Belief Forum recognises the contribution that ex-offenders can make as employees and welcomes applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

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| Do you have any unspent convictions? | **YES [ ]  NO** [ ]   |   |
| If you are applying for a rolewhich is exempt from the Rehabilitation of Offenders Act 1974 (e.g. the Faith & Belief Forum Schools programme) Do you have any spent convictions?  **YES [ ]  NO** [ ]  If yes, please provide details of your criminal record via a confidential email to hannah@faithbeliefforum.org or by post to Star House, 104 Grafton Road, London, NW5 4BA.  |
| For relevant posts the Faith & Belief Forum will seek documentary evidence about criminal convictions of successful candidates. Do you have a DBS Check (formerly CRB)? **YES [ ]  NO** [ ]  If yes when was it issued?       |
| If successful, when could you start?       |  |

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**Please give the names and addresses of two people who can verify or confirm your employment record or personal history. They should be people who will respond to enquiries in a timely manner. One should be your present or most recent employer.**

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| Name: |        | Name: |       |
| Position: |        | Position: |       |
| Relationship to you: |        | Relationship to you: |       |
| Email |        | Email |       |
| Address: |        | Address: |       |
| Tel: |       | Tel: |       |

Verification is normally sought after interview. Please indicate whether your references can be approached before an offer has been made.  **YES [ ]  NO** [ ]

**Experience/Relevant Skills**

Please demonstrate how you meet the requirements of the **person specification** by providing details of your experience, skills and knowledge gained in employment, voluntary work or other experience. If it is helpful, use the requirements as headings and set out underneath how you meet it. We will use the information you provide to decide whether to shortlist you for interview. Please limit your answer to the space below and minimum font size 9:

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**Declaration**

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

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| Signature/Print Name: |       |  Date: |       |
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