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| http://dcsouthindia.com/wp-content/themes/twentyeleven/images/logo.png | Daughters of Charity of St. Vincent de Paul |  |
| Provincial House, The Ridgeway, Mill Hill, London NW7 1RE |
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| **APPLICATION FORM- Guidelines** | | |

Here are some things to bear in mind when preparing your application.

**Gather all the information you need**

The following information will be required in order for you to complete the form:

* your national insurance number
* your immigration status
* details of your qualifications
* your professional registration / pin number (including expiry / renewal date) if appropriate;
* details of all previous employers (including dates)
* your supporting information - refer to the person specification to ascertain what kind of information you need to provide that will demonstrate your suitability for the role
* Contact details for at least two referees covering a period of 3 years employment. One should be your current or most recent employer. Please ensure that you have sought their permission to use their details within your application

**Some writing guidelines**

You want to make sure your content is presented clearly and effectively. Here are a few guidelines to bear in mind:

* Use clear, plain English – avoid using jargon
* Keep your sentences short – two short sentences are generally clearer than one very long sentence.
* Remember to do a spell check – no matter how good your form is spelling mistakes will really let it down.
* Read the content back to yourself – does it make sense? Are your points clear and easy to understand?
* Check, check and check again – if you can, give your form the 'overnight test' and revisit it again the following day so you can read it with fresh eyes. It is also helpful to get someone else to read it for you too

**A few other things to bear in mind**

* Check the closing date carefully for vacancies and apply early if you can.
* We may remove vacancies as soon as they have received enough appropriate applications.
* Check your emails regularly (including your junk mail folder) to see how your applications are progressing. Any invitations to interviews or assessment days are likely to be sent by email.

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| **APPLICATION FORM** | | |

**All information supplied on this form will be treated as STRICTLY CONFIDENTIAL**

***Whether or not a CV or other documentation is attached, please complete this form in full.***

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| **Post applied for:** | **Ref:** |
| **Service/Place of work :** | |
| **How did you hear about this vacancy?:** | |

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| **CURRENT EMPLOYMENT / MOST RECENT** | | | |
| **Date from:** | **Name and Address of Employer:** | | |
| **Job Title:** | | **Salary:** | **Notice Period:** |
| **Reason for Leaving :** | | | |
| **Duties:** | | | |

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| **PREVIOUS POSTS (Most recent first)**  **Please account for any gaps in your employment. Continue on a separate sheet if necessary.** | | | | |
| **From** | **To** | **Employer** | **Post** | **Duties and Reason for leaving** |
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| **EDUCATION, TRAINING AND QUALIFICATIONS**  Secondary and further education, plus training courses relevant to the job for which you are applying. | | |
| **School / College / University**  **and/or Training Course** | **Dates**  **From - To** | **Examinations / Subjects / Course**  **Qualifications / Certificates Awarded** |
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| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** | |
| **Professional organisation** | **Grade and date of membership** |
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| **PARTICIPATION IN VOLUNTARY, RECREATION OR GENERAL INTEREST GROUPS** | |
| **Name of organisation** | **Offices held with dates** |
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| **STATEMENT IN SUPPORT OF YOUR APPLICATION (continue in separate sheets if necessary)** |
| Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant. Please give examples of particular achievements*.* |
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| **APPLICANT’S REFEREES** | |
| Please give below the names and addresses of two from whom references may be sought, at least one of whom should have recent knowledge of your work; your current employer should normally be included.  It is the charity’s policy that references must cover the last three years, therefore please ensure the referees you supply below are able to cover this period or include additional referees on a separate sheet of paper. | |
| Name:Position: May we approach this referee before interview?  YES  NO | Address:  Telephone:  Email : |
| Name:Position: May we approach this referee before interview?  YES  NO | Address:  Telephone:  Email : |

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| **FAIR RECRUITMENT** |
| If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship: |

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| **GENUINE OCCUPATIONAL REQUIREMENT** |
| We are a Charity which unpins its values and ethos from the teachings and example of St Vincent de Paul and Louise de Marillac, who co-founded the Daughters of Charity of St Vincent de Paul in 1633. Although we employ people of all faiths and none, we require that all employees learn about the Vincentian values which is the driving force of the Charity. |

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| **CRIMINAL RECORDS CHECK\***  **\*For positions involving the care of, or advocacy services to, vulnerable adults** |
| Because of the nature of the work involved, the post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013 and 2020) [***http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf***](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)***.)***  This means that you are not entitled to withhold information relating to any convictions, cautions, reprimands or final warnings you may have had unless they are “protected” under the 2013 amendment referred to above. For more information see the Disclosure and Barring Service website at [***http://www.gov.uk/dbs***](http://www.gov.uk/dbs)  Please also note that the successful candidate(s) will be required to obtain and provide to us with an Enhanced Certificate from the Disclosure and Barring Service / Protecting Vulnerable Groups (PVG).  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as described above? YES / NO  Have charges pending consideration been made against you? YES / NO  If ‘YES’ to either or both of the above, please provide details on a separate sheet under confidential cover to the HR Manager at Provincial House (address at the top of this application form). |

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| **ASYLUM & IMMIGRATION ACT 1996** |
| The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We, therefore, ask prospective employees to produce relevant documentation for a manual check or an online check using the [Home Office employer checking service](http://www.gov.uk/prove-right-to-work).  Are you legally eligible for employment in the UK? YES / NO Do you have a work permit? YES / NO  If you do have a permit to work in the UK, please provide: Permit No …………………. Expiry date ………  If you are interviewed, you will need to produce one of the following from the [UK Right to Work Checklist (List A or List B)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/998170/6.7578_-_HO_-_PBS_Employers_Right_To_Work_Assets_V3.pdf) such as:   * A passport showing the holder is a British citizen or a citizen of the UK and Colonies; * A current Biometric Immigration Document issued by the Home Office showing permission to stay indefinitely in the UK or has no time limit on your stay in the UK; * A birth or adoption certificate issued in the UK, together with an official document showing your National Insurance Number and name, issued by a government agency or previous employer. * Please see the UK Right to Work Checklist (List A and List B) for other acceptable documents.   Alternatively, please produce a “**Share Code**” from the Home Office Employer Checking Service. See [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work) . |

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| **PERSONAL DETAILS** | |
| **Surname :** | **Preferred Title: Mr/Mrs/Miss/Ms/Other :** |
| **Forename (s) :** | **Previous Name(s) (if applicable):** |
| **Address:**  **Postcode:** | **Telephone:**  **Email:** |
| **National Insurance number :** | |
| **Do you have a Driving Licence?** YES  NO  **If YES, is it PROVISIONAL/FULL/HGV/PSV** | |

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| **Data Protection Act 1998** |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Information about how your data is used and the basis for processing your data is provided in the Applicant Privacy Notice.  The Charity will use the information that you have given, including data of a sensitive nature, for processes relating to your application, under the Data Protection Act 1998. Any processing of the data will be in accordance with the Charity’s Data Protection Policy and the processing principles set out in the Act. Application forms of those who are unsuccessful will be destroyed after six months. |

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| **DECLARATION** |
| I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that if I give any false information; fail to disclose convictions/cautions/reprimands/final warnings (except where they are “protected”) or any convictions or prosecutions pending; or if I cease to be legally eligible to work in the UK, I may be disqualified from employment or liable to summary dismissal if subsequently employed.  Also, I understand that the information will only be used for recruitment and selection purposes and that it will only be kept on file thereafter and not divulged to third parties. However, if I am appointed to the post then the information that it contains will be used to form part of my personal file for employment purposes (except for disclosure of information as applicable).  Signature: …………………………………………………………………………………Date: …………………………………… |

***Daughters of Charity of St Vincent de Paul is committed to equal opportunities in employment***