

# Howgill Family Centre Application Form



## 1. Application Details

<b>POST APPLIED FOR</b>	
Title:	Surname:
Forenames:	
Home Address:	
Postcode:	
Home Phone Number:	
Mobile Phone Number:	
E-Mail:	
Preferred Contact Method :	
National Insurance Number (if you have one)	
Current driving licence (if this is a requirement of this job):	
If YES, type of licence	
Where did you hear about this vacancy?	

# Howgill Family Centre Application Form



## 2. Education/Qualifications (including overseas) Please start with secondary education.

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School/College/Organisation	From/To	Qualifications

Outside Interests:

# Howgill Family Centre Application Form



**3. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

## 4. Professional Membership

Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

## 5. Present or Most Recent Employment (if any)

From	To	Employer (Name & Address)	Job Title	Salary

Please outline your main duties including who you were responsible to and your reasons for leaving:

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# Howgill Family Centre Application Form



## 6. Past Employment & Experience (if any) include voluntary or other relevant experience.

Previous Employment:		
Job Title & Employer:	From:	To:

## 7. References

Please give the names of two people who could be contacted for a reference. If you are employed at present, one of the references must be your present employer.		
Name and Capacity Known	Occupation / Job Title	Address, Telephone Number and Email

Do you object to your referees being contacted prior to interview? Yes / No

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## **Further Details:**

In your own words, please describe why you would like this position. Include any skills and experience you have that may be an advantage to you in this job.

Please continue on a separate sheet if you wish, you should ensure that any additional sheets are attached securely and include your name.

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<b>ARE YOU RELATED TO ANY COMMITTEE MEMBER OR EMPLOYEE? *</b>	YES	NO
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**If YES, please give details:**

**DECLARATION IN RESPECT OF CRIMINAL CONVICTIONS**

Please read the following guidance notes before completing the declaration in the space provided.

Your attention is drawn to the fact that the post for which you are applying is excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, you must disclose information about any convictions which for any other purpose are "spent" under the provisions of the Act. You are required to disclose any conviction against you however minor and including road traffic offences. You must give details of offences for which you have been convicted including the date of the conviction and the sentence imposed. Any information given to us will be completely confidential and only considered in relation to this application. This information may be discussed at interview. Failure to disclose convictions which come to light subsequently may result in disciplinary action or dismissal if you are appointed to the post.

<b>HAVE YOU/ OR ANYONE LIVING IN YOUR HOUSEHOLD BEEN DISQUALIFIED FROM WORKING WITH CHILDREN OR VULNERABLE ADULTS?</b>	YES	NO
If YES, please give details of any conviction/ prohibition including the date of the conviction, nature of offences, the Court and the sentence imposed. Please use additional sheets of paper if necessary.		

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<b>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?</b>	YES	NO
If YES, please give details of any conviction including the date of the conviction, nature of offences, the Court and the sentence imposed. Please use additional sheets of paper if necessary.		

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**DECLARATION**

I confirm that the information given on this form is, to the best of my knowledge, true and complete, I accept any false or deliberately misleading statements made may be sufficient cause for rejection, or, if employed dismissal.

<i>Signed:</i>	<i>Date:</i>
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**PLEASE RETURN THIS APPLICATION TO:**

**Sue Donaldson  
Howgill Family Centre  
Birks Road  
CLEATOR MOOR  
Cumbria CA25 5HR  
Or [susan.donaldson@howgill-centre.co.uk](mailto:susan.donaldson@howgill-centre.co.uk)**

Registered Charity No: 519278

Registered Company No: 2045632

Howgill is registered as a Company limited by guarantee, incorporated in England.

Its objects, powers and other constitutional matters are set out in its Memorandum and Articles of Association available from the Registered Office as above