



JOB APPLICATION FORM

Daybreak Drug Project
St. Luke's Daybreak Centre
Dagenham Road
Dagenham
RM10 7UP
Tel 020 8595 2010

*Registered Co. Ltd by guarantee No 4247831
Registered Charity No. 1088589*

Post applied for.

Ref No: (Office Use)

PERSONAL DETAILS

SURNAME/FAMILY NAME.....

FIRST NAME.....

MIDDLE NAMES.....

TITLE: (Mr, Mrs, Miss, Ms etc).....

ADDRESS

.....

.....

.....

.....

TELEPHONE HOME

MOBILE.....

WORK

EMAIL ADDRESS

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form. You should have a job description, person specification and this application form.

Job description: This describes the objectives and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before applying.

Person specification: This describes the skills, experiences abilities and other factors we shall be looking for when selecting applicants. Please read this carefully and address how you fulfil each point of the Personal specification when completing the application form.

When you have completed the form in full please ensure you have answered all the questions on page 2 then sign and date before sending to the address given on page 1. (Please do not return the application form via e-mail)

GENERAL INFORMATION

Please use black ink/font.

Please complete each section. CV's alone are not accepted.

Please make sure the form is returned by the closing date. Late applications will not be considered.

If you are short-listed for an interview and have special needs, please let us know when you receive details of your interview date and times.

Offers of employment will be subject to satisfactory references and a criminal record check from the Criminal Records Bureau (CRB). Clinical posts are exempt from the Rehabilitation of Offenders Act, 1974 and will require an enhanced disclosure from the CRB.

Have you ever been convicted of a criminal offence? **Yes/No** (delete as applicable).
(If yes, please provide details in a sealed envelope marked for the attention of the Manager.)

Do you hold a full driving license? **Yes/No** (delete as applicable).

How many days absence have you had from work in the last 12 months?.....
(If more than 10, please provide details in a sealed envelope marked for the attention of the Manager.)

If you are offered the post when will you be able to start?.....

Are you entitled to work in the UK?.....

Where did you hear about the job?.....

I understand that if I have used misleading information to gain employment with this organisation then I may be dismissed at a later date.

Signed:

Date:

QUALIFICATIONS

Include in this section all the **relevant** qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

SUBJECT	QUALIFICATION	PLACE OF STUDY	GRADE/ RESULT	YEAR OBTAINED

TRAINING COURSES

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed.

SUBJECT/ QUALIFICATION	PLACE OF STUDY	GRADE/RESULT	YEAR OBTAINED

MEMBERSHIP OF PROFESSIONAL BODIES

PROFESSIONAL BODY (e.g. BACP, UKCP, BABCP, NMC)	STATUS (e.g. Member, registered, Accredited)	MEMBERSHIP/REGISTRATION /PIN NUMBER	EXPIRY DATE

Are you currently the subject of a fitness to practice investigation or proceedings by a licensing or regulatory body in the UK or in any other country? Delete as applicable **YES/NO**

Have you been removed from a register or conditions made on your registration by a fitness to practice committee or the licensing or regulatory body in the UK or in any other country? Delete as applicable **YES/NO**

If you have answered yes to either of the above questions please give brief details in the box below

EMPLOYMENT HISTORY

Please give details below of your last three employer's beginning with your current/most recent. Please provide all three.

Current/Last Employers Name:

Address:

Job Title:

Start Date:

End Date (if applicable):

Grade:

Salary:

Reporting to (Job Title):

Period of Notice:

Reason for leaving:

Brief description of duties and responsibilities

Cont'd...

Previous Employer's Name:

Address:

Post code:

Job Title:

Start Date:

End Date:

Grade:

Salary:

Reporting to (Job Title):

Reason for leaving:

Brief description of duties and responsibilities:

Previous Employers Name:

Address:

Post code:

Job Title:

Start Date:

End Date:

Grade:

Salary:

Reporting to (Job Title):

Reason for leaving:

Brief description of duties and responsibilities:

SUPPORTING INFORMATION

Please give your reasons for applying for this post and additional information which shows how you match the person specification. Please include relevant/transferable skills, knowledge, experience, voluntary activities and training you have undertaken.

Continue on new sheet if require...

REFERENCES

Please state the name and contact details of the people who have agreed to provide references. If you have been employed this should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If have not been in employment for the last three years or more you should seek a reference from your last known employer and a personal reference from a person holding a professional position who knows you such as a doctor, solicitor, teacher MP religious minister etc. If it is not possible to obtain a professional reference please provide two personal references. Where no personal reference can be obtained then references can be provided by personal acquaintances not related to or involved in any financial arrangement with you. Personal references from friends and relatives are not acceptable. Two references must be supplied prior to a position being formally offered.

Referee 1

Please print

Title:

Name:

Job Title:

Address:

Post Code:

Telephone number:

E-mail:

Relationship:

Can the referee be contacted before the interview? **YES/NO** delete as applicable

Referee 2

Please print

Title:

Name:

Job Title:

Address:

Post code:

Telephone number:

E-mail:

Relationship:

Can the referee be contacted before the interview? **YES/NO** delete as applicable