# Harrogate & District Community Action

## Please e mail the completed Application Form and Equal Opportunities Monitoring Form

## to caroline@hadca.org.uk

**APPLICATION FOR THE POST OF: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­Digital Information Assistant**

Please refer to the information for applicants before completing this form.

Please type your application and do not attach a CV.

Please continue on a separate sheet if you need more space in any section and attach it securely (without your name or address) to this form.

*To facilitate equality of opportunity the front sheet (page 1) will be detached from the application upon arrival at HADCA. The front sheet will not be used during the shortlisting process*.

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| Name:  Address:  Postcode:  E mail address:  Telephone: (Home) (Work) (Mobile) |

**REFERENCES**

Please provide full contact details for two people who will act as referees for you. Your first should be your current or most recent employer, or tutor if you have just left full time education. In all cases please state their relationship to you. If you are invited for interview these references may be taken up before your interview, unless you request otherwise on this form. References from family members and close personal friends will not be accepted, but if you have not been previously employed please give the name of a responsible person who knows you well.

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| 1  Relationship: | 2  Relationship: |

I apply for the above post and confirm the information I have provided is accurate. I understand that appointments are made subject to the information being complete and accurate, and that the inclusion of false information or the omission of relevant information will make the appointment invalid, or may lead to disciplinary action or dismissal. I consent to HADCA storing, processing and verifying my application details in accordance with the General Data Protection Regulation - GDPR (2016).

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| Signed: | Date: |

[DO NOT USE THIS SHEET]

**Post applying for:**

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| **EMPLOYMENT:**  Please give details of all paid employment, with the current or most recent first. Please state salary/grade for current or most recent post.  *Employer Post Held Salary (current post only) From To* |

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| **EDUCATION:**  Please start with the most recent first. Institution From To Examinations Result/grade Date |

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| **VOCATIONAL QUALIFICATIONS, SKILLS AND TRAINING**  Please provide details of any vocational qualifications, skills that you possess or training that you have received which you consider to be relevant to this role: |

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| **VOLUNTARY WORK AND OTHER RELEVANT EXPERIENCE:**  Please give details, with the most recent first. Organisation Experience From To |

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| **REHABILITATION OF OFFENDERS ACT**  Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions, which are not “spent”. In addition you are required to disclose any cautions and binding over orders that you have received in the last 12 months.  Have you unspent criminal convictions? Yes  No  **Positions Exempt from Rehabilitation of Offenders Act Only**  If the work you are applying for affords you access to minors/vulnerable adults, it is exempt from the Rehabilitation of Offenders Act 1974. You must therefore provide details of anyconvictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) even if they would be regarded as “spent” under the Rehabilitation of Offenders Act 1974.  **Do you have any convictions (spent or otherwise),cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)and or any pending prosecutions?**  Yes  No  If you have answered **YES** to either of the above, please provide details of the offence, dates, sentence, fine or other penalty in a sealed envelope marked “Rehabilitation of Offenders Information” and return this with your application form. Answering “YES” will not necessarily prevent you from being considered for this post. The information will be treated in confidence and will be destroyed if your application is unsuccessful. Deliberate failure to disclose full details is a criminal offence that will result in your application being rejected or may lead to your later dismissal. |

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| **SUITABILITY**  Please state why you are applying for this post. Please demonstrate that you have the knowledge, experience and skills asked for in the Job Description and Person Specification, gained either through work, education, home or voluntary activities. |

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| Continuation sheet if required: |

HADCA Application Form non DBS Sept 2020