Application Form fields

Web Designer – Online form plus able to download

Position applied for

Date of application

Where did you see this job advertised? (drop-down options)

* Our Website
* Job Site (online)
* Social Media
* Suffolk Jobs Direct
* Local Press
* Word of Mouth
* Other (please specify)

**Personal details**

* Last name
* Title
* First names
* National Insurance Number
* Address
* Postcode
* Email address
* Contact Telephone Number

**Current or Most Recent Employer**

* Name of current employer
* Title/brief description of your current position
* Start date
* Finish date
* Current salary
* What notice period are you required to give to your present employer?
* Reason for leaving

**Work History**

* Name of employer
* Title/brief description of your position
* Start date
* Finish date
* Reason for leaving

Repeat above (may be required several times)

**Education/Training and Academic Qualifications** (relevant to the Job Specification)

* Level
* University/College/School
* Title of Degree/Subject/Course
* Result
* Date

Repeat above (may be required several times)

**Other Training** (relevant to the Job Specification)

* Training Course Name
* Date attended

Repeat above (may be required several times)

**Referees**

Please provide at least two referees for your last 5 years of employment, which must include your current or most recent employer. Personal references alone are not sufficient unless you have been unemployed for more than 5 years. Referees must not be a family member.

Referee 1

* Name
* Company Name (if applicable)
* Address
* Telephone number
* Email address
* Capacity in which you know the person

Repeat above for Referee 2

**The Immigration, Asylum and Nationality Act 2006**

Do you currently have permission to work in the UK Yes 🗆 No 🗆

If Yes, on what basis (please tick the appropriate box below)

UK Citizen or EEA member 🗆

Work Permit/Other 🗆

Visa/Permit Type:

Expiry Date:

Permit Number:

**Criminal Record Declaration**

Web Designer – some Suffolk Family Carers’ vacancies are eligible for a DBS check, some are not.

Therefore we need two different application forms (1 for DBS posts and 1 for non-DBS posts) as this would be a mandatory section for some positions and not applicable for others.

For positions eligible for a DBS Check, please include the following section.

This position is subject to a DBS Check

Any information given will be treated in the strictest of confidence. A person’s criminal record will not, in itself debar that person from being appointed to this post and suitable applicants will not be refused posts because of offences that are not relevant to the role for which they are applying. Failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

Unspent convictions and cautions must be declared unless they are protected (or filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Guidance can be found on the Disclosure and Barring Service website at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Do you have any unspent convictions, reprimands or warnings?

Yes 🗆

No 🗆

If Yes, and you are shortlisted, please provide details in a sealed envelope marked as ‘confidential’ and hand to the recruiting manager or HR representative at interview.

**Supporting Information**

Provide evidence of how you meet the criteria set out in the job specification. Please do not exceed (equivalent of no more than 2 sides of A4).

**Additional Information**

Please provide any further personal details information that is relevant to your application.

**Declaration**

I declare that the information I have provided is true and complete to the best of my knowledge and belief.

I understand that if I purposefully give false or incorrect information, this may lead to withdrawal of any job offer or, if subsequently employed by Suffolk Family Carers, could result in disciplinary proceedings or dismissal.

I give consent to the processing of my personal data in relation to my job application and possible future employment.

Name (please print)

Signed:

Date: