# Application for employment

Applications are invited, subject to The Equality Act 2010 from a broad spectrum of women.

Post Applied for:

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| --- | --- |
| Full name: |  |
| Address: |  |
| Email: |  |
| Telephone numbers:   * Mobile * Other |  |
| Do you have all the necessary documentation to allow you to work in the UK? |  |
| If appointed when would you be able to start in post? |  |
| If appointed what would be your preferred hours per week and working pattern? |  |
| Where did you hear about the vacancy? |  |

**References**

Please give details of two referees. One must be your most recent employer or (if unemployed for some time) someone involved in unpaid work you have done. These referees should be known to you in a professional capacity and should not be family members or personal friends.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Email: | Email: |
| Telephone number: | Telephone number: |
| Please state in what capacity you know each referee: | |
|  |  |

**Criminal convictions**

Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions which are not ‘spent’. Failure to do so may result in summary dismissal.

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| Do you have any convictions or cautions? **Yes / No** |
| If yes, please give details including: date, nature of summons, charge, caution, allegation, court sentence: |
| Are you currently the subject of any criminal proceedings or police Investigation? **Yes / No** |
| If yes, please give details: |

**Employment experience:**

|  |  |
| --- | --- |
| Present or most recent employer: | Date started: |
| Job Title: | Date left: |
| Reason for Leaving: | Salary: |
| If this is your current job, what notice period is required? |  |
| Main duties: | |
|  | |

Please list other posts held, starting with the most recent. You may wish to include any relevant unpaid work and/or work from home. Please also provide information regarding any gaps in your employment history.

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| --- | --- | --- |
| **Dates**  From - To | **Employer**  Address | **Post title, brief description of duties and salary** |
|  |  |  |

**Qualifications and training**

|  |  |  |
| --- | --- | --- |
| **Dates:**  From - To | **Institution / Organisation** | **Course Title and brief description of contents**  *(Please note qualifications gained and date, if applicable)* |
|  |  |  |

**Information in support of this application**

Please use this section to demonstrate you have the knowledge, skills, experience and other attributes asked for in the Person Specification gained through work, home or voluntary activities. Please use examples of activities where possible. You **must** address the essential criteria as laid out in the **Person Specification** and the desirable criteria where relevant.

|  |
| --- |
| **Tell us about your relevant Training and Expertise** |
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| **Tell us about your relevant experience** |
|  |
| **Tell us about your relevant skills** |
|  |
| **Tell us about your approach to work (Behavioural & Other Job-related Characteristics)** |
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**Any additional information**

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| --- |
| **If there is any further information you would like to include please do so here.**  *Disabled applicants should indicate here if there are any reasonable adjustments we could make to enable you to attend interview or to carry out duties of the post.* |
|  |

I confirm that the information on this form is correct and gives a fair representation of my skills, experience and employment history. I understand that if I am offered a post the information submitted in my application will form part of my contract of employment with Women’s Counselling and Therapy Service and that if it is subsequently discovered that I have wilfully or negligently given false information, I will be liable to immediate dismissal. I understand that canvassing directly or indirectly will be a disqualification

**SIGNATURE DATE**

**Please return to:**

[sophiaulhaq@womenstherapyleeds.org.uk](mailto:sophiaulhaq@womenstherapyleeds.org.uk) or

Sophia Ulhaq, 43 Park Square, Leeds LS1 2NP