ICN Recruitment Application Form

**Please read before completing the application form.**

To apply for a position with ICN please ensure you complete all sections of this application form, including the Declaration of Offences Form at the bottom, with as much information as possible and either sign each required part electronically or print, sign and scan it. Then send the application to the email address given on the job description. Alternatively, you can post the documents to 200 Holdenhurst Road, Bournemouth BH8 8AS.

Make sure they are received before the closing date for your application to be considered. ICN will contact you after the closing date to advise whether you will be invited for an interview or not.

ICN’s mission is to help to rebuild the lives of asylum seekers and vulnerable migrants. We are a Christian charity and believe that we should ‘welcome the stranger’ and we work to help refugees and migrants from all faiths and backgrounds to rebuild their lives in the UK.

As part of this mission ICN is committed to developing a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our service users and staff.

**Equal Opportunities**

ICN will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity and equality of opportunity in our employment policies and practices. Our aim is to promote diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs.

We will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

If you have any questions regarding the recruitment process or completing the application form please contact the named Manager on the job description.

**Your Personal Details**

|  |  |
| --- | --- |
| Name: |  |
| Address:  Including Postcode |  |
| Phone Number: |  |
| E mail Address: |  |
| Contact Preference:  (Whilst every effort will be made, we cannot guarantee to follow this) | Phone ☐ E mail ☐ |
| Preferred Days and Times to be Contacted:  (Whilst every effort will be made, we cannot guarantee to follow this) |  |
| Which role are you applying for? | ☐ Dorset-based  ☐ Maternity cover  ☐ No preference |

**Employment History**

Please include your full employment history, including relevant volunteering roles, from the point of leaving full-time education. It is important you include and explain periods of unemployment. Replicate the below table as many times as you need to. If you have further information to add on your employment history please attach it with this application form.

**Your current or most recent employer**

|  |  |
| --- | --- |
| Job title: |  |
| Name of employer: |  |
| Address:  (Including Postcode) |  |
| Pay: |  |
| Employed From: |  |
| Employed To: |  |
| Reason for leaving:  (If applicable) |  |
| Responsibilities: |  |

**Previous employers**

|  |  |
| --- | --- |
| Job title: |  |
| Name of employer: |  |
| Address:  (Including Postcode) |  |
| Pay: |  |
| Employed From: |  |
| Employed To: |  |
| Reason for leaving:  (If applicable) |  |
| Responsibilities: |  |

|  |  |
| --- | --- |
| Job title: |  |
| Name of employer: |  |
| Address:  (Including Postcode) |  |
| Pay: |  |
| Employed From: |  |
| Employed To: |  |
| Reason for leaving:  (If applicable) |  |
| Responsibilities: |  |

**Employment Gaps**

Please explain here any gaps in your employment history.

|  |
| --- |
|  |

**Education**

Please include all your education history using the table below. Replicate the table as many times as you need. Begin with your most recent education. If you have further information to add on your education history please attach it with this application form.

|  |  |
| --- | --- |
| School/College/University Name: |  |
| Course Level:  (For example BA or BSc Degree/A Level/GCSE) |  |
| Subject and Results: |  |
| Address: |  |
| From Date:  (Month, Year) |  |
| To Date:  (Month, Year) |  |

|  |  |
| --- | --- |
| School/College/University Name: |  |
| Course Level:  (For example BA or BSc Degree/A Level/GCSE) |  |
| Subject and Results: |  |
| Address: |  |
| From Date:  (Month, Year) |  |
| To Date:  (Month, Year) |  |

**Qualifications and/or Relevant Training**

Please include below any qualifications and/or training you have completed that are relevant to the role. Replicate the table as many times as you need.

|  |  |
| --- | --- |
| Course/Qualification: |  |
| Course Provider: |  |
| Date Completed: |  |

**Supporting Statement**

Please tell us why you are applying for this job, why you think you are a good fit for this role and demonstrate your relevant experience relating to the person specification.

|  |
| --- |
|  |

**Interview Arrangements and Availability**

If you have any practical constraints, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. Including interview, if you are shortlisted and invited.

|  |
| --- |
|  |

Are there any dates or times when you will not be available for interview? Refer to the interview dates given on the job description.

|  |
| --- |
|  |

Please give your availability for the role, if successful, including notice period.

|  |
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|  |

**Right to Work**

We will require you to have the right to work in the UK. If you are invited to an interview you will need to bring in relevant ID and/or documentation to prove this.

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | Yes / No  (Delete as appropriate) |
| Do you require a work permit to work in the UK? | Yes / No  (Delete as appropriate) |
| National Insurance Number: |  |

**Driving**

Some roles at ICN require the post holder to have a current and clean driving licence and the use of their own vehicle. Do check the job description for this. If it does, you will be required to show your Drivers Licence at the interview if you are shortlisted. Even if the role does not specify this, please still complete the below.

|  |  |
| --- | --- |
| Do you possess a current driving licence? | Yes / No  (Delete as appropriate) |
| Do you have the use of your own vehicle? | Yes / No  (Delete as appropriate) |

**Reference****s**

Please supply us with suitable referees for this job application. Our need for references will differ depending on the role you have been offered and your employment history.

If possible we will need two employer referees (Referee 1 should be from the present or last employer). If this is your first job then one character referee should be from your last school/college/university and one from a professional who knows you, (Not a partner or relative). If you have been self-employed then a reference should be sought from your bank manager or accountant.

If you are not currently working with, or your previous job was not working with children, please ensure you give us referee details, as Referee 2, for the employer for whom you have most recently worked with children.

We also reserve the right to approach any previous employer to confirm factual information about your previous employment record. Referees will not be contacted unless a provisional offer has been made. Any offer of employment will be subject to receipt of satisfactory references. By signing this application form you give permission for us to contact your referees.

**Referee 1**

|  |  |
| --- | --- |
| Reference Type: | Employment / Character  (Delete as appropriate) |
| Referee: |  |
| Company/Institution/Organisation |  |
| Telephone: |  |
| E mail: |  |
| Relationship to you/Role: |  |
| How long has this person known you? |  |

**Referee 2**

|  |  |
| --- | --- |
| Reference Type: | Employment / Character  (Delete as appropriate) |
| Referee: |  |
| Company: |  |
| Telephone: |  |
| E mail: |  |
| Relationship to you: |  |
| How long has this person known you? |  |

**Declaration and Consent**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in the withdrawal of the job offer, dismissal or disciplinary action by ICN. I also give consent to ICN to contact my referees.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**Data Protection**

ICN intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). ICN will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by ICN can be assured the information will be maintained in confidence and treated with all due care. ICN tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies you have the right to have them corrected.

I authorise ICN to check the information supplied and hold all such information in both paper and electronic formats.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**Declaration of Offences Form – Please complete**

Before completing this form, please read the following notes carefully.

**Rehabilitation of Offenders Act 1974**

Due to the nature of ICN’s work with children and vulnerable adults, all roles including the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings in the table below.

If the post involves working with or has access to children or vulnerable adults and/or their records, we will require an enhanced Disclosure from the Criminal Records Bureau for the successful candidate.

|  |  |
| --- | --- |
| Have you ever been cautioned or convicted of a criminal offence? | Yes / No  (Delete as appropriate) |
| Have you ever been disqualified from working with children or vulnerable adults? | Yes / No  (Delete as appropriate) |
| Do you have any unspent criminal convictions or cautions? | Yes / No  (Delete as appropriate) |

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of the job offer, dismissal or disciplinary action by ICN.

If you do not have any, please write none.

|  |  |  |
| --- | --- | --- |
| **Details of Offence(s)** | **Place and date of Judgement(s)** | **Sentence(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

Possession of a conviction or caution will not necessarily mean that you won’t be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way it will automatically disqualify me from appointment or may, after appointment, lead to disciplinary action which could lead to my dismissal without notice.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**Thank you for completing and signing the ICN Recruitment Application Form, please send this by e mail to the e mail address given on the Job Description and Person Specification.**