

**Capital Project Trust**

**Opening Doors to Mental Wellbeing**

**APPLICATION FOR EMPLOYMENT**

**Please complete electronically or write in black ink.**

**We do not accept CVs.**

|  |  |
| --- | --- |
| **APPLICATION FOR APPOINTMENT AS:** |  |
| **PLEASE STATE WHERE YOU SAW THE POST** **ADVERTISED** |  |

**PERSONAL DETAILS (IN BLOCK LETTERS)**

|  |  |
| --- | --- |
| **SURNAME** |  |
| **FORENAMES** |  |

|  |  |
| --- | --- |
| **LANDLINE PHONE NUMBER** |  |
| **MOBILE PHONE NUMBER** |  |

|  |  |
| --- | --- |
| **ADDRESS** |  |

|  |  |
| --- | --- |
| **EMAIL ADDRESS** |  |

|  |  |  |
| --- | --- | --- |
| **DO YOU INDENTIFY YOURSELF AS DISABLED – please circle** | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| **ARE THERE ANY RESTRICTIONS ON YOU TAKING UP EMPLOYMENT IN THE UK? – please circle** | **YES** | **NO** |

|  |  |
| --- | --- |
| **IF YES, GIVE DETAILS:** |  |

**EDUCATION AND TRAINING**

|  |
| --- |
| **PLEASE GIVE DETAILS OF YOUR EDUCATIONAL QUALIFICATIONS, EXPERIENCE AND FURTHER TRAINING. (CONTINUE ON SEPARATE SHEET IF NECESSARY)** |
|  |

**PRESENT OR MOST RECENT EMPLOYER/ORGANISATION** (Please include paid and unpaid work)

|  |
| --- |
| **EMPLOYERS NAME:** |
|  |
| **ADDRESS:** |
|  |
| **JOB TITLE AND BRIEF DETAILS OF RESPONSIBILITIES:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** |  | **TO** |  |

|  |  |
| --- | --- |
| **REASON FOR LEAVING** |  |

|  |  |
| --- | --- |
| **PRESENT GRADE AND SALARY** |  |

|  |  |
| --- | --- |
| **NOTICE PERIOD REQUIRED IF APPLICABLE** |  |

**PREVIOUS EMPLOYERS/ORGANISATIONS** (Please include paid and unpaid work)

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **JOB TITLE AND BRIEF DETAILS OF RESPONSIBILITIES** | **FROM** | **TO** |
|  |  |  |  |

|  |
| --- |
| **PLEASE GIVE YOUR REASONS FOR APPLYING FOR THE POST.**  Tell us more about your skills and experience, and why you are applying for this role.  **The information you give here will be used to shortlist for interview.**  **Please give details of your experience, skills and knowledge, referring to each point of the Person Specification.** |
| Please continue on another sheet if necessary |

**I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.**

|  |  |
| --- | --- |
| **SIGNATURE** |  |
| **DATE** |  |

After completing this form and the separate **Equal Opportunities Monitoring Form,** please email both documents to:

* recruitment@capitalproject.org

Alternatively, you can post them to:

CAPITAL Project Trust

Safe Haven

32 Sudley Road

Bognor Regis

West Sussex

PO21 1ER

**PLEASE ENSURE YOUR APPLICATION REACHES US BY THE ADVERTISED CLOSING DATE**

**SECTION B:** **APPLICANTS FULL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This section will be detached and will not be seen by the selection panel. It will only be used when the selection panel have decided to make an offer of employment.

**REFEREES**

Please give the names and addresses of two referees, who should not be related to you. One of whom should be your present employer (where applicable) or a professional person that knows you well. If you have not been employed within the last two years, please provide two character references.

|  |  |  |
| --- | --- | --- |
| **Referee 1** |  | **Referee 2** |
| Email: |  | Email: |
| Address: |  | Address: |
| Telephone No: |  | Telephone No: |
| Occupation: |  | Occupation: |

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Any information will be completely confidential and will be considered only in relation to this application.

In addition, you are required to submit a Disclosing and Barring Service check (DBS). Any disclosure made by the DBS will remain strictly confidential.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **(Y/N**)?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **(Y/N)**?

|  |  |
| --- | --- |
| If YES, please give details here: |  |

**CAPITAL Project Trust** is a Company Limited by Guarantee Registered in England at:

Safe Haven, 32 Sudley Road,

Bognor Regis, West Sussex PO21 1EL

**Capitalproject.org**

Registered Company Number 4157375 Registered Charity Number 1087420



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