Asbestos Support Central England CIO, The Warehouse, 54-57 Allison Street, Birmingham, 

B5 5TH, (Office) T 0121 678 8853 (Mobile) 07800 536642, E info[@asbestossupportce.org](mailto:neil@asbestossupportce.org)

Registered Charity No 1186479

Free and confidential help, support and advice to people and families affected by asbestos related diseases

APPLICATION FORM

Thank you for expressing interest in a post with Asbestos Support Central England. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form. We look forward to receiving your application.

* You should also have received a copy of the job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, hobbies, interests, and home life, for example.
* Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
* Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification. Don’t just tell us you can do a particular thing.
* Your personal information will be removed and will not be submitted to the interviewing panel.
* Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment. If this will not be possible, please let us know why.

Data protection statement

* *The information that you provide on this form will be used to process your application for employment. We will process this information in line with our privacy policy, which you can find on our website at https://asbestossupportce.org/privacy-policy/*
* *If you succeed in your application for employment, the information you have given will be used in the administration of your employment with us.*
* *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our privacy policy.*

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| 1. PERSONAL DETAILS – CONFIDENTIAL |  |  |
| This will be held by the manager before circulating the application form for shortlisting. Items marked with \* must also be completed. |  |  |
| Post applied for: |  |  |
| Reference No (if applicable): |  |  |
| Where did you find out about the post? |  |  |
|  |  |  |
| Title: |  |  |
| Surname: |  |  |
| First names: |  |  |
| Address: |  |  |
|  |  |  |
|  |  |  |
| Post Code: |  |  |
| Telephone numbers: |  |  |
|  |  |  |
|  |  |  |
| E-mail address: |  |  |
| National Insurance Number: |  |  |
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| WORK PERMIT\*: Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before Asbestos Support Central England can confirm any offer of appointment e.g. Passport or birth certificate.  Are there any restrictions on your right to work in the UK? Yes / No  If yes, please state restrictions and the expiry date of any permissions. |  |  |
| 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? Yes / No  If yes, please supply further details: |  |  |
| EQUAL OPPORTUNITIES:  In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we would appreciate it if you will complete the separate equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated. |  |  |

APPLICATION FORM

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| --- | --- |
| Applicant To Complete |  |
| FULL NAME |  |
| CLOSING DATE |  |
| Please return the completed form to: | The Manager, Asbestos Support Central England  e-mail: kathryn[@asbestossupportce.org](mailto:neil@asbestossupportce.org)  Before the closing date and time |

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| --- | --- |
| For Office Use Only |  |
| Date Received |  |
| Application No |  |
| Special needs at Interview |  |
| Shortlisted | Yes / No |
| Appointed | Yes / No ☐ |

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| --- | --- | --- | --- |
| 1. EMPLOYMENT HISTORY   List all employers starting with your present or most recent first. Please account for any gaps in employment. Continue on the additional sheet on the last page if necessary. | | | |
| Name and Address of Employer | Position Held and Brief Description of Duties (optional) | From To  Month/Year | Reason for Leaving |
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| Please note here any employment that you would continue with if you were successful in obtaining this role. |  |  |  |

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| 1. EDUCATION AND TRAINING   Please look at the Essential and Desirable requirements in the Person Specification and list details of any Education and Training, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. Continue on the additional sheet on the last page if necessary. |  |  |
| Qualification | Date Obtained | Grade |
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Please continue as necessary

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| 3. PROVEN ABILITIES, KNOWLEDGE, SKILLS & EXPERIENCE  Please read the notes on page 1 and then use this section to demonstrate how you feel you meet the Essential and Desirable requirements in the Person Specification. Please use the additional page if required. | |
|  | |
| 1. ADDITIONAL INFORMATION   You are welcome to continue the previous section and to give any additional information in the space below. | |
|  | |
| 1. REFERENCES   Please give the names, postal & email addresses, and telephone numbers of at least two and not more than three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer. | |
| 1. |  |
| Name: |  |
| Position: |  |
| Organisation Name and Address: |  |
| Email: |  |
| Telephone: |  |
| 2. |  |
| Name: |  |
| Position: |  |
| Organisation Name and Address: |  |
| Email: |  |
| Telephone: |  |
| 3. |  |
| Name: |  |
| Position: |  |
| Organisation Name and Address: |  |
| Email: |  |
| Telephone: |  |
| It is our practice to approach referees of shortlisted candidates only.  I give\*/do not give\* my consent to references being sought in conjunction with my application for employment. \*(delete as appropriate) | |
| 1. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to Asbestos Support Central England being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and any medical report deemed necessary in line with the operation of the Equality Act 2010.   Signature:                           Date: | |

Continuation sheet