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**JOB APPLICATION FORM**

**Please read ALL the enclosed information carefully before completing your application. Candidates will be short listed from completed application forms only. Do not send us your CV.**

Return completed application to: **admin@sunrisediversity.org.uk**

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| Position Applied for: |

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| Personal Details |
| Title:  First Name: Surname:  Pronouns:  Previous name:  Address: |
| Email address: Mobile: |
| National Insurance Number:  DBS update registration number (if you are registered on the update service) |

**Education and Qualifications**

Please give details of your secondary and further education, including any A levels or equivalent

vocational courses

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| Dates:  From - | To - | College/other institution | Qualifications gained and level |
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| **Higher education and equivalent courses** |

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| Dates:  From - | To- | College/Other institution | Qualifications/ level | Awarding body |
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| **Professional or Vocational Qualifications** |

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| Date obtained | Qualifications/ level | Awarding body |
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**Employment History**

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| Please complete details of your present and previous employment. Include any part time or voluntary employment. |

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| Present Employment |  |
| Job Title:  Current salary:  Current scale:  employed from: | Employer:  Address:  Employed to: |

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| Give a brief description of current duties, responsibilities, and achievements |
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| **Previous Employment** |

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| Dates  From | to | Name of Employer | Job title & Main responsibilities | Reason for leaving |
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| If there are any gaps in your employment or education history, please explain them here |
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| **I.T. Skills**  Please give details of any qualifications, training or experience in systems (Microsoft Word etc…) and databases. |

**Referees**

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| Please supply the names and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer.  References will not be accepted from relatives or persons who only know you as a friend. | | |
| Name | 1. | 2. |
| Position |  |  |
| Organisation name & Address: |  |  |
| Tel No: |  |  |
| Email: |  |  |

**Please note that we will contact these referees if you are short listed for this post and seek references before interview.**

**Appointment to this post will be subject to a satisfactory Enhanced DBS check being obtained.**

**Personal Statement**

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| **Using the Job Description and Person Specification demonstrate your skills and knowledge for the position you are applying for, your relevant experiences and your understanding of the specification requirements.**  **Under the headings below address main duties and responsibilities, key skills, skills and knowledge and relevant experience.** |

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| **For persons who are not British or EU nationals** |
| If you have any conditions related to your employment, please give full details: |

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| **Personal declarations** |
| The position for which you are applying involves contact with children, young people and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England / Wales). For these positions you are not entitled to withhold information about police cautions, bind -overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or bound-over or given a caution?  **YES/ NO**  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.  I understand that if my application is successful, I will be required to obtain a DBS disclosure at the appropriate level. |

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| **Declaration - please read carefully** |
| For the purposes of the Data Protection Act 2018, I consent to the information contained in this form and any information received by or on behalf of Sunrise relating to the subject matter of this form being processed by them in administering the recruitment process.  I declare the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with Young People/ Vulnerable Adults, nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.  Electronic Signature: Date:  Name: |