**Application for employment**

* All personal details on this from will be treated in confidence
* Please **do not** submit a CV – it will not be considered part of the application
* You will be required to provide original copies of proof of identification
* If you are not a national of European Economic Area country, you will be required to provide evidence of permission to work in in the UK
* Please refer to the job description and Person Specification for this post

Please return this form

By email: [recruitment@visyon.org.uk](mailto:recruitment@visyon.org.uk?subject=Application%20for%20employment)

By post: Visyon, Fellowship House, Park Road, Congleton Cheshire. CW12 1DP

Position applied for:

Where did you find out about this vacancy?

1. **Personal**

Please fill in the attached Applicants Personal Details

(Office Use Only: Code No …………………………….)

Do you hold a current driving licence? Yes  No

1. **Education** [Subjects and grades] you will be required to produce proof of qualifications.

Please list education qualifications:

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| --- | --- | --- | --- |
| Qualification | School/college/Awarding Bodies | Date | Grade |
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Additional qualifications:

Please list Membership of professional bodies and relevant registration numbers:

(Counselling posts only) How many hours of counselling under supervision have you carried out?

1. **Other interests**

Please list your main interests outside of work:

1. **Employment history (Most recent first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Post held** | **Dates to/from** | **Salary** | **Brief description of duties** | **Reason for leaving** |
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**Additional employment information**

Please use this space to explain any gaps in employment

1. **Your Experience**

Please tell us why you believe you should be given this job in Visyon, taking into account the **Job description** and **Person specification** supplied and demonstrating how you would meet the requirements of this post.

**Ensure that you address each of the points listed in the person specification.**

Please note that our shortlisting process is done against the person specification **If you do not provide examples of how you meet the essential requirements of the post you will not be shortlisted.** Continue on an additional page, as required

# 6. References

Two references will be sought before an appointment can be finalised.

Please give the following information for references to be taken up following a successful interview. Addresses, telephone numbers and email addresses of two people (not relatives, or a current Visyon staff member) who can be contacted for references.

Present Employer/ Immediate Past Employer:

Contact Name:

Contact Tel. No:

Organisation:

Address:

Email address:

Second Reference:

Contact Name:

Contact Tel. No:

Organisation:

Address:

Email address:

How do they know you:

**7. Visyon**

Are you related to an employee or trustee of Visyon? If so, please give details:

**8. Declaration:**

I confirm that the above statements are true and correct and accept that any misrepresentation will invalidate my application and may lead to my dismissal after employment. I am prepared to undergo a medical examination and answer any questions if requested.

Signed:

Date:

All applications will be subject to checks under Section 8 of the Asylum and Immigration Act 1996.

As a demonstration of Visyon’s commitment to Safeguarding Children, all applications will be subject to a satisfactory DBS check and references, which will need to be received before full duties, i.e. un-supervised access to young people, can be undertaken.

Visyon is exempt from the Rehabilitation of Offenders Act 1974 and therefore does not have to employ anyone with a criminal record “spent” or otherwise. However, Disclosure information will not be used unfairly.