**APPLICATION FORM**

Thank you for your interest in Coin Street Community Builders.

To apply for a role with us:

* Please complete this form in full.
* Please send your completed form via e-mail to [recruitment@coinstreet.org](mailto:recruitment@coinstreet.org).
* All fields are mandatory. Please make sure to complete this form in its entirety. Incomplete applications and applications received after the closing date will not be considered.
* Where an application form is required, we will not accept CVs

Please note that for people who are barred from engaging in regulated activity, it is an offence to apply for regulated roles.

|  |  |
| --- | --- |
| Position applied for |  |
| Where did you see this role advertised? |  |

**Personal Details**

|  |  |
| --- | --- |
| Name and Surname |  |
| Any former names |  |
| Current address (including postcode) |  |
| Telephone number |  |
| E-mail address |  |
| Date of birth |  |
| National Insurance number |  |
|  |  |
| Do you have permission to live and work in the UK? |  |
| If applicable, what is your work visa expiry date? |  |
|  |  |
| Do you have any personal or professional relationship with a current Coin Street employee and/or have you been referred to Coin Street by a current member of staff? | |
| Yes  No | |
| If your answer was **Yes**, please provide their name(s) and job title(s) below: | |
|  | |

1. **Employment History**

Please note that if you submit a CV alongside your application, it will not be considered. Furthermore, please provide your full employment history since giving school, giving the reasons for leaving each role and a small summary of your duties in each role. You should also include any volunteering experience you have in this section. Should additional space be required, please use the continuation sheet at the end of this application form.

|  |  |
| --- | --- |
| Name of Employer |  |
| Position(s) |  |
| Dates of employment |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name of Employer |  |
| Position(s) |  |
| Dates of employment |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name of Employer |  |
| Position(s) |  |
| Dates of employment |  |
| Reason for leaving |  |

\*Use continuation sheet at end if more space required

Please provide reasons for any gaps in your employment history along with specific dates.

|  |  |
| --- | --- |
| Dates of gaps in employment |  |
| Reason for gap (including location if overseas) |  |

|  |  |
| --- | --- |
| Dates of gaps in employment |  |
| Reason for gap (including location if overseas) |  |

\*Use continuation sheet at end if more space required

1. **Qualifications**

Please provide a list of your relevant qualifications (including their level where appropriate). Please note that you will be required to show proof of your qualifications.

|  |  |
| --- | --- |
| Qualification obtained (including level) |  |
| Awarding body |  |
| Dates attended (Month & Year) |  |

|  |  |
| --- | --- |
| Qualification obtained (including level) |  |
| Awarding body |  |
| Dates attended (Month & Year) |  |

|  |  |
| --- | --- |
| Qualification obtained (including level) |  |
| Awarding body |  |
| Dates attended (Month & Year) |  |

\*Use continuation sheet at end if more space required

1. **Time spent living and working overseas**

Have you spent time living and/or working outside the UK? Yes  No

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| --- |
| If yes, please provide details, including countries and relevant dates. |
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\*Use continuation sheet at end if more space required

1. **Employment References**

Please provide the details of two referees (including their name, job title, telephone number, and e-mail address). One should be your existing or most recent employer/line manager and the other should be a previous employer.

|  |  |  |
| --- | --- | --- |
| **Referee 1 (your most recent employer)** | | |
| Name |  | |
| Employer |  | |
| Job Title |  | |
| Telephone number |  | |
| E-mail address |  | |
| If shortlisted, please state if we may contact this referee prior to your interview | |  |

|  |  |  |
| --- | --- | --- |
| **Referee 2** | | |
| Name |  | |
| Employer |  | |
| Job Title |  | |
| Telephone number |  | |
| E-mail address |  | |
| If shortlisted, please state if we may contact this referee prior to your interview | |  |

1. **Additional Information**

The people at Coin Street are important in ensuring that we are successful as an organisation. This is your opportunity to tell us what makes you the right person to work with us to ensure that we continue to make our neighbourhood a great place to live, work in, and visit.

1. Having read through the job description and person specification, please describe how your personal qualities and experience are relevant to your suitability for the role.

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1. What appeals to you about the role and working at Coin Street?

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Please add anything further in support of your application.

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***Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975***

This post is exempt from the Rehabilitation of Offenders Act 1974, as the nature of the role falls within the type of work excluded the 1975 and 2001 Exceptions Amendment. This means you must declare all convictions, cautions, reprimands and final warnings **that are not protected** under the Act (as amended in 2013).

Having a criminal record will not necessarily prevent you from being employed by Coin Street. We will take into account the nature of the offence, how long ago it occurred, and its relevance to the role.

Have you ever been cautioned or convicted of a criminal offence?

Yes  No

Have you ever been disqualified from working with children and/or vulnerable adults?

Yes  No

Do you have any unspent criminal convictions or cautions?

Yes  No

If you answered one of the questions above with **Yes**, you may be asked to provide more information at interview. If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of a job offer, dismissal or disciplinary action.

Coin Street is also legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. For posts in regulated activity, the DBS check will include a barred list check. We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Coin Street’s privacy notice.

If you’d like to make a declaration separately, please send an e-mail to [recruitment@coinstreet.org](mailto:recruitment@coinstreet.org) and ask for our Self Declaration Form.

**Data Protection**

Coin Street intends to fulfil all its obligations under the Data Protection Act 1998. Coin Street 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 Coin Street can be assured the information will be maintained in confidence and treated with all due care. Coin Street 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.

**DECLARATION**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Coin Street Community Builders, but I acknowledge my obligation to disclose all unspent or non-protected convictions as required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

I also understand that providing misleading or false information will disqualify me from appointment, or if appointed, may lead to disciplinary action and dismissal.

I authorise Coin Street to check the information supplied and hold all such information in an electronic format, in compliance with the General Data Protection Regulation (GDPR). I understand that my personal data will be processed and stored securely, as outlined in Coin Street’s privacy notice.

|  |  |
| --- | --- |
| Signed: |  |
| Dated: |  |

**Continuation Sheet**

|  |
| --- |
| **Additional information provided in relation to Question \_\_** (Insert question number): |
|  |
| **Additional information provided in relation to Question \_\_** (Insert question number): |
|  |
| **Additional information provided in relation to Question \_\_** (Insert question number): |
|  |
| **Additional information provided in relation to Question \_\_** (Insert question number): |
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| **Additional information provided in relation to Question \_\_** (Insert question number): |
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