**Donnington Doorstep Family Centre - JOB APPLICATION FORM**

Thank you for applying for a post at Donnington Doorstep. Make sure you have the Job Description & Person Specification and any additional information for the job and refer to this before completing this form. If you have any questions or would like to talk about the post please email [recruitment@donnington-doorstep.org.uk](mailto:recruitment@donnington-doorstep.org.uk) and we will get back to you. For more info about Doorstep you can also visit our website [www.donnington-doorstep.org.uk/about/team-vacancies](http://www.donnington-doorstep.org.uk/about/team-vacancies)

Please word-process your application if possible. If you are completing by hand and need more space for each question you can attach additional sheets - but do not attach a CV. Make sure you write your name clearly at the top of any additional sheets. Please also ensure that you submit your application prior to the deadline. We prefer to receive applications by email to: [recruitment@donnington-doorstep.org.uk](mailto:recruitment@donnington-doorstep.org.uk) Emailed applications do not need to be signed but we will ask you to sign a copy if you are invited for interview.

Alternatively post a paper copy to: **Rebecca Durrant, Operations Manager, Donnington Doorstep Family Centre, Townsend Square, Oxford OX4 4BB**

1. **PERSONAL DETAILS**

**POST APPLIED FOR: CLOSING DATE FOR APPLICATIONS:**

|  |  |  |
| --- | --- | --- |
| First name: | | Surname: |
| Address: Email: | | |
| Telephone no.(day) | Telephone no. (evening) | |

1. **CURRENT RESPONSIBILITIES**

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| --- | --- | --- | --- | --- |
| **A. Details of current employment – if you are not employed please describe what you are doing at the moment** | | | | |
| Post Title | Current salary | Employer name | Employer Address and Telephone | Date started |
|  |  |  |  |  |
| Please describe your role and responsibilities in this post: | | | | |
| B. Please describe other responsibilities you have at the moment e.g. parent, voluntary work, job details – this is particularly important if you are currently not in paid employment: | | | | |

1. **PAID AND VOLUNTARY WORK HISTORY (you must include periods of non-employment - *e.g. travelling, caring for family, unemployed* - from age 18 to now)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| C. Include all paid work, caring for family, voluntary work etc. and give full details covering any gaps in time. | | | | | | | |
| Job title or role | Your role, responsibilities and details of the organisation you worked for. Please state hours/week worked and indicate if it was voluntary or paid employment | Employer Details | | Start date | End date | Why did this end? | |
| Organisation | Address and Tel. |
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1. **RELEVANT SKILLS AND EXPERIENCE**

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| --- |
| Use this space to explain how you meet the criteria on the person specification**. It is advisable to refer directly to the criteria point by point however try to be brief.** You can use examples from all aspects of your life: home, paid work and voluntary work experience. |
|  |

1. **REASONS FOR APPLYING FOR THIS JOB**

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| What interests you about this job and what are your reasons for applying? |

1. **RELEVANT TRAINING AND EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please give details of any training or education you have completed that will be useful in the job you are applying for.** | | | | | |
| Title of course, training or exam | Description | Name and address of training provider or educational setting | Date started | Date ended | Result, grade or award |
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1. **STARTING WORK** When would you be available to start work?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **REFERENCES** Please give details of 2 referees – preferably current and recent employers.

We may contact referees prior to interview. Please indicate if you would rather we didn’t do this for either of them.

|  |  |
| --- | --- |
| **A. Referee One** Name: | Occupation and company details: Relationship to you: |
| Address: Telephone number:  Postcode: | |
| **B. Referee Two** Name: | Occupation and company details: Relationship to you: |
| Address:  Telephone number:  Postcode: | |

1. This post is subject to an appropriate Disclosure and Barring Check. Any appointment will be subject to references and appropriate checks being completed. Please indicate if you have any criminal convictions or there are reasons why you may not be considered to be appropriate to work with children or vulnerable adults:
2. I certify that to the best of my knowledge the information given on this form is correct.

Signature: Date: