# Private and Confidential

# Application Form

Please read the Job Description and Person Specification before completing this form. Please complete every section. Email completed applications at recruitment@microrainbow.org

|  |
| --- |
| Vacancy applied for: |
| First Name: | Last Name: |
| Pronoun used (e.g. he/she/they): |
| Address: |
| Contacts which can be used for this application process: |
| Telephone: | (Mobile) | (Landline) |
| Email: |  |

## Work experience

*Please continue on a separate page if necessary.*

### Present or most recent employment or voluntary work:

|  |  |
| --- | --- |
| Position |       |
| Organisation name |       |
| Organisation address |       |
| Date from |       | Date to |       |
| Responsibilities |       |
| Salary |       |
| Notice period |       |
| Reason for leaving |       |

### Previous Work Experience:

Most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| Position and responsibilities | Organisation Name and address | Dates | Reason for leaving  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*Additional lines may be added or continue on a separate sheet.*

### Voluntary work

|  |  |  |
| --- | --- | --- |
| Position and responsibilities | Organisation name and address | Dates |
|       |       |       |
|       |       |       |
|       |       |       |

*Additional lines may be added or continue on a separate sheet.*

## How do you meet our requirements?

*The qualities needed by the successful applicant are listed on the person specification. Please state, giving examples, how you meet the essential requirements. Draw on paid and voluntary work experience, skills, training, interests and life experience. If applicable, please state also how you meet desirable requirements.*

*(Maximum of 2 sides of A4 in a readable font)*

## Why do you want this role at Micro Rainbow?

*(Maximum 300 words)*

## What is the most important skill, experience or attitude that you would bring to the post and why is it important to you?

*(Maximum 100 words)*

## Education and Training:

*Please state your relevant educational and vocational qualifications and training starting with the most recent.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Course** | **Qualification** | **Educational Institution** | **Dates** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*Additional lines may be added*

## References:

*Please provide names and addresses for two professional referees, one of whom should be your most recent employer. References will only be requested if an offer is made.*

|  |  |
| --- | --- |
| Name:       | Name:       |
| Relationship:       | Relationship:       |
| Address:      | Telephone:      Email:      | Address:      | Telephone:     Email:      |

## Declaration:

|  |
| --- |
| I have the right to work in the United Kingdom and will produce the necessary documentation if I am offered this post.I declare that to the best of my knowledge and belief, the information given on this form is true and correct. I understand that any false information or statement given will justify my dismissal from Micro Rainbow if appointed.I understand that, owing to the nature of the work with vulnerable adults, if I am offered this post I will be required to undergo an enhanced DBS check and to disclose all non-protected criminal records at the point of conditional job offer. |
| Signed:       | Date:       |
| Name:       |

## Privacy Notice: Your privacy and data protection

In order to recruit and manage staff, Micro Rainbow needs to store personal information (data) about all applicants. By applying, you accept that we will keep the information on this form and any accompanying documents and in any reference provided about you. Micro Rainbow keeps all personal information that it holds about staff safely and securely and does not share your information with any other organisation or anyone outside Micro Rainbow without your consent. Information is kept for the minimum period necessary which for unsuccessful applicants is 12 months after the conclusion of the recruitment campaign. You have a right to request access to the information that we hold about you and you have other rights to protect your information. More details are available from any member of staff or you can read our privacy policy online.