**Centre for Deaf and Hard of Hearing People**

**Vacancy**

|  |  |
| --- | --- |
| Post applied for: | Administrator |

**Personal Details:**

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| --- | --- | --- | --- |
| Last name: |  | Title: |  |
| First name(s): |  | Previous names: |  |
| Address:*(including postcode)* |   | National Insurance no: |  |
| Mobile telephone: |  |
| Home telephone: |  |
| Best time of day to contact: |  |
| Email address: |  |
| Are you eligible to work in the UK? **Yes/No***If* ***NO****, please give your circumstances:* |

 **Education and Academic Qualifications:**

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| --- | --- | --- | --- |
| School / College / University | From: mm/yy | To: mm/yy | Subjects, Qualifications, Grades |
|  |  |  |  |
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**Previous Employment (please start with your current/most recent post and work backwards):**

*Please briefly outline the nature of your work and your role. Please copy and paste additional tables as required to give all employment since the age of 18. Details of any gaps in employment should be recorded in the section following.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title: |  | From: |  | To: |  |
| Employer: |  | Salary: |  |
| Reason for leaving: |  | Brief description of your job: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title: |  | From: |  | To: |  |
| Employer: |  | Salary: |  |
| Reason for leaving: |  | Brief description of your job: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title: |  | From: |  | To: |  |
| Employer: |  | Salary: |  |
| Reason for leaving: |  | Brief description of your job: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title: |  | From: |  | To: |  |
| Employer: |  | Salary: |  |
| Reason for leaving: |  | Brief description of your job: |

**Recent, relevant professional development:**

*Please add extra rows if necessary.*

|  |  |
| --- | --- |
| Detail (for example course/training title) | Dates |
|  |  |
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**Voluntary/Community Work:**

*Please tell us briefly about any voluntary or community work you have done.*

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**Referees:**

* *We will only take up references for short listed candidates.*
* *The first reference must be your present or most recent employer.*
* *Please do not give relatives or friends as referees.*

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| **Referee 1** | **Referee 2** |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Capacity known in: |  | Capacity known in: |  |
| You may contact this referee before I am offered the post | Yes / No | You may contact this referee before I am offered the post | Yes / No |

**Declaration:**

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| --- |
| **Are you related to any member of staff in this organisation? Yes / No***If* ***YES****, who and in what capacity?*Canvassing by or on behalf of an applicant whether directly or indirectly is forbidden. |
| **Do you require any specific arrangements to be made for you to attend an interview?** **E.g. a BSL interpreter, level access. Yes / No***If* ***YES****, please explain:* |
| **Have you ever received a conviction, caution or bind-over? Yes / No***This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to undertake an enhanced Criminal Records Bureau check. You will be required to declare* ***ANY*** *convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded for other purposes as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you* ***NOT*** *declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.* |
| **Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Yes / No***Please include any disciplinary action taken by an employer in relation to your behaviour with adults.*  |
| **To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)? Yes / No***It is a criminal offence for barred individuals to seek or undertake work with children or vulnerable adults. If you have answered yes to any of the above questions, please provide details on a separate sheet in an envelope marked* ***CONFIDENTIAL****.* |
| Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by us for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring. Under the Data Protection Act 1998 you have the right of access to any information about you held electronically and/or manually. By signing this declaration, or submitting this form electronically, you give permission for your details to be used in this way. |
| **I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal** |
| **Signed** |  | **Date** |  |
|  |
| Please tell us where you **first** saw this vacancy advertised:  |