



Registered Charity No. 1156447

BEDFORD & DISTRICT CEREBRAL PALSY SOCIETY

“ENABLING PEOPLE LIVING WITH C.P. TO LIVE LIFE THEIR WAY”

BDCPS, Bedford Centre for Voluntary Services, 43 Bromham Road, BEDFORD, MK40 2AA

Tel: 01234 351759 Email – cp.enquiries@bdcps.org.uk

APPLICATION FOR EMPLOYMENT

You should complete this form in **DARK INK** or **TYPE** (please contact us if you need a different format and every effort will be made to accommodate this)

The information you provide in this form will be used solely for the purpose of this form. BDCPS has a Privacy Policy. Details of this can be found on our website. Your data will be stored and used in accordance with this policy.

Position Details

Application for Post of	
How did you learn of Vacancy? (if advertisement seen, give name of publication)	

Personal Details

Title:	Mr/ Mrs / Ms / Miss / Other (please state):		
Surname		Forename	
DOB		Age	
Address:			
	Postcode:		
Tel. (Home)		Tel:(mobile)	
Email address			

Education

School, College, University etc.	Course details, Qualification and Grade	Date passed

You will need to provide copies of relevant certificates

For office use only:

Date sent out: _____ Date Returned: _____



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Current Employment

Employer's Name and Address	Job Title and Brief Summary of Duties and achievements	Start Date, Notice period, Reason for Leaving

Previous Employment (Please enter most recent employment first including any voluntary or unpaid work. Also account for any breaks in employment. Continue on a separate sheet if necessary)

Employer's Name and Address	Job Title	From	To	Reason for Leaving

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Driving			
Do you have a current Driving Licence?	YES/NO	Has it been endorsed?	YES/NO
Do you have access to your own transport?	YES/NO	Are you MiDAS trained?	YES/NO
References			
Name		Name	
Address		Address	
Postcode		Postcode	
Contact tel no.		Contact tel no.	
Email address		Email address	
Association/relationship to applicant		Association/relationship to applicant	
May we approach referee prior to interview?	YES/NO	May we approach referee prior to interview?	YES/NO
Interviews generally take place on Wednesdays. Please state your availability.			
Weds 1pm -3pm		Weds 5 pm-9 pm	
Employment Checks			
Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)			YES/NO
If yes, please give details on separate sheet			
<p>N.B. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitations Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974. Applicants are not entitled therefore, to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. This post is working with vulnerable people therefore a criminal record check will be required through the Disclosure and Barring Service. Any information given will be completely confidential in line with our legal obligations to disclosure.</p>			
I am prepared to undergo a medical examination if requested			YES/NO
I confirm that I am entitled to work in the UK			YES/NO

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BEDFORD
BOROUGH COUNCIL

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<p>Have you been subject to disciplinary action (regardless of outcome) or dismissed in any of your employment roles? If YES, please give details below.</p>	<p>YES/NO</p>
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Please use this sheet to demonstrate how you meet the person specification - we will shortlist against our criteria. If you are applying as a volunteer tell us why you are interested in the role and what you will bring to it. Please also use this space to provide any other information you may wish to give in support of your application. **(Continue on further sheets as necessary and sign and date each one.)**

I hereby declare that the information given in this form is, to the best of my knowledge, correct and gives an accurate representation of my application and employment history.

Signature		Date	
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We require parental consent if you are under the age of 16 or 18 and in full time education.

Name of parent/guardian

Signed

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