

**Application Form**

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| **What role are you applying for?**   |  | | --- | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Please select the location of the position you are applying for.**  *To tick the box, double click on it and select, under default value, “checked”* | | | | |  | **HMP Buckley Hall** |  | **HMP Haverigg** | |  | **HMP Garth/Wymott** |  | **HMYOI Hindley** | |  | **HMP Fosse Way** |  |  | |  | **HMP Kirkham** |  | **HMP Lancaster Farms** | |  | **HMP Liverpool** |  | **HMP Manchester** | |  | **HMP Preston** |  | **HMP Thorn Cross** | |  | **HMP Wakefield** |  |  | |  | | | |   **Where did you see/how did you find out about the vacancy you are applying for?**   |  | | --- | |  |   **POPS recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates.**  **Please complete and return this form by email. However, if this presents you with any difficulty, please use the contact details at the end of this application form to contact us.** |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal Details |

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s): |  | **Surname:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No:** |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Home Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes |  | No |  |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you hold a full UK driving license? | Yes |  | No |  | | Do you have access to use of a car? | Yes |  | No |  | | | | | | | | | | | | | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |
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| Section 2 Current or Most Recent Employment or Voluntary Work |

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| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | **Leave Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary: |  | **Notice Required:** |  |

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| **Brief description of duties:** |
|  | |
| Continue on a separate sheet if necessary | |

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| --- | --- |
| **Reason for leaving or wanting to leave:** |  |

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| Section 3 Education and Training (start with most recently obtained qualifications and work backwards) |

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| --- | --- |
| **Date Obtained** | **Name of Qualification/s** |
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| Continue on a separate sheet if necessary | |

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| Section 4 Supporting Statement This is the most important part of your application. It is where you should tell us what makes you suitable for this particular post. Your application will be point scored against the Person Specification and Job Description, where you can find the essential requirements for the post. You should address each point of the Person Specification, giving details of what skills, experience and knowledge you have in these areas.  If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used. |
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| **Section 5 References**  Please give the names and contact details of two referees, one of whom should be your current or most recent employer. The second referee can be anyone, including a previous employer. **We will contact your referees only if we offer you the job and not before.** |

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| **Employer Reference** |

|  |  |
| --- | --- |
| Organisation: |  |

|  |  |
| --- | --- |
| Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Postcode: |  | **Tel. No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |
| --- | --- |
| **In what capacity do you know this person:** |  |

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| --- |
| **Second Reference** |

|  |  |
| --- | --- |
| Organisation: |  |

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Tel. No: |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |
| --- | --- |
| **In what capacity do you know this person:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do we need to make any arrangements in order for you to**  **attend an interview?** | Yes |  | No |  |

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| If yes, please give details: |
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| **Section 6 Declaration** |

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| B. Statement to be Signed by the Applicant  Please complete the following declaration and sign it by typing your name in the box below.  **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge.** * **all questions relating to me have been accurately and fully answered by myself.** * **I possess all the qualifications which I claim to hold.** * **I have read and, if appointed, am prepared to accept the conditions set out in the job description.** |

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| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
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| (**NB.** If you have not been contacted by POPS within 3 weeks of the closing date, please conclude that unfortunately your application has not been successful on this occasion)  Thank you for your interest in this post.  POPS undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 2018.  Thank you for taking the time to complete this application form.  Please return this form by email to katier@partnersofprisoners.co.uk |