Application for Employment

How to Fill in this Form
Save a copy of the document and then edit it with your details. Save it and upload it in an email with a covering letter to: Vix@thenestproject.co.uk

Unit 12d,
Church Farm
Business Park
Corston, Bath,
BA2 9AP

This application pertains to The Nest Project role of '**Community Engagement Administrator**'. Please refer to the job description before filling in this application for employment.

Once complete, please email your application form to info@thenestproject.co.uk . If you are unable to provide the application form electronically via email then please contact us for alternative arrangements to be made.

If you would like to arrange an appointment to visit the Nest Project then please email info@thenestproject.co.uk.

Applications deadline: 2nd Feb
Interviews will be held week beginning: 10th Feb
Anticipated start date: March

If you have not heard from us by 10th February then please assume that you have not shortlisted on this occasion.

Please answer all the questions below.

Please do not attach a CV as it will not be considered.

The Nest Project is a registered charity (1209839)

Personal Details			
Title			
Forename(s)			
Surname			
Former surname(s)			
Date of Birth			
National Insurance number			
Telephone number (home)			
Telephone number (mobile)			
Current address			
Previous addresses (for last 5 years)			
Are you eligible for employment in the UK? (Yes / No)			

Employment			
Current / most recent employment			
Employer			
Job Title			
Employer address			
Date started			
Date ended (if applicable)			
Brief summary of duties			
Reason for seeking alternate employment (if applicable)			

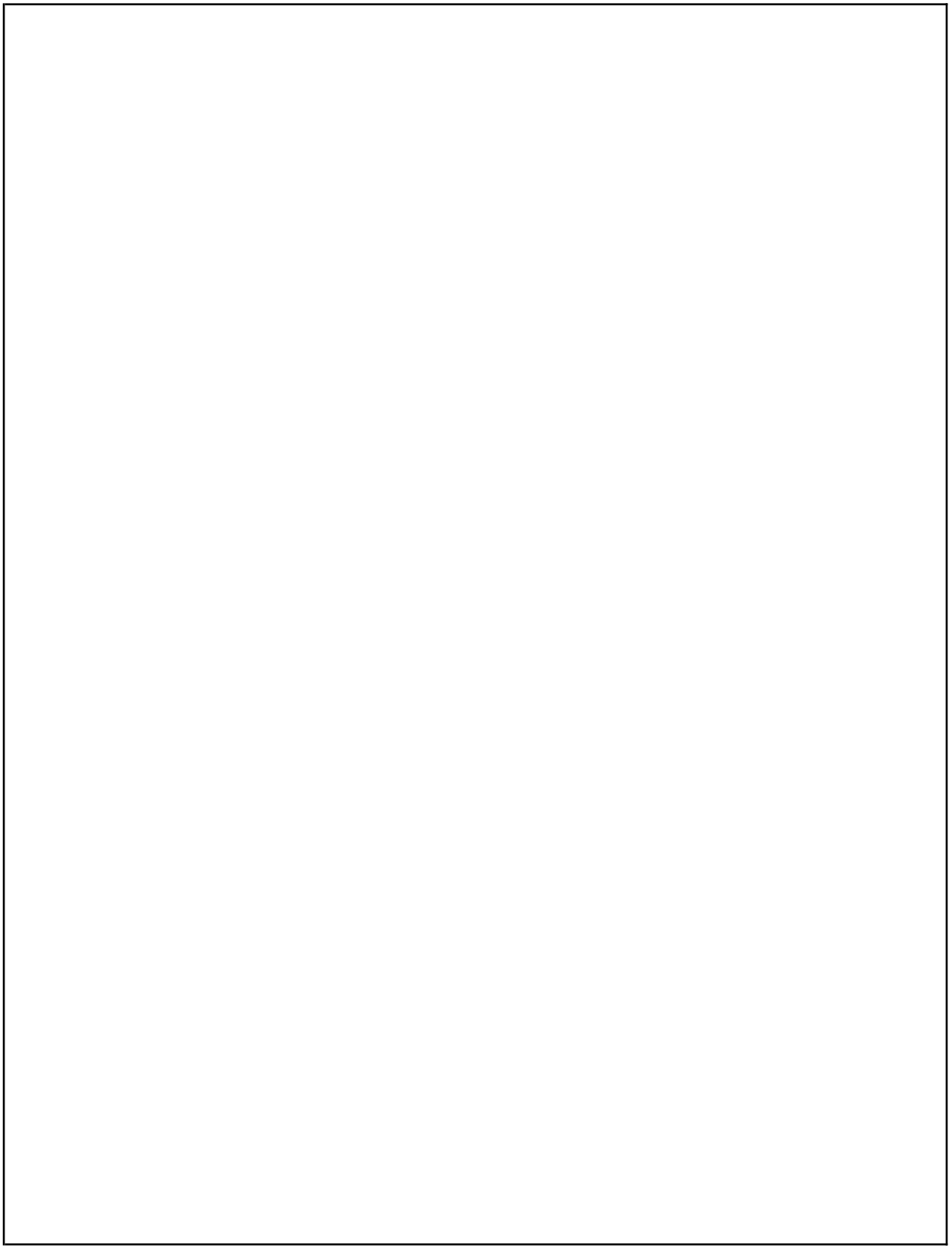
Previous employment (most recent first)			
Employer name / address	**Dates from / to**	**Position held**	**Reason for leaving**

Education		
Name of School / College / University	**Dates of Attendance (mm/yyyy)**	**Examinations & Results**

Other Qualifications & Notes			
Details of other vocational skills or training	*(please provide details only of skills you believe will be relevant to the role)*		
Details of membership of any professional institutions	*(state level, date of membership and whether gained by examination)*		
Training and / or continued development	*(please provide details only of any recent training undertaken you believe will be relevant to the role)*		
Gaps in employment / education history (if applicable)	*(please explain any gaps in employment history (e.g. looking after children, sabbatical year, etc)*		
Interests	*(please give details of your hobbies, interest or skills which you feel are relevant to your application)*		

References	*(please give name, relationship to yourself, email address, phone number, and address for **two** people who we may contact for references)*

Support Statement
Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe experience and skills you have gained in other jobs, voluntary work, or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. (continue on a separate sheet if necessary)



Declaration			
• I declare that the information I have given on this information form is true and correct to the best of my knowledge. • I confirm that I am not on the Children's Barred List or otherwise disqualified from working with children. • I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. • I consent to The Nest Project processing the information given on this form as may be necessary during the recruitment and selection process. • I consent to The Nest Project making direct contact with the people specified as my referees to verify the reference.			
Full name			
Signed			
Date			

Notes

Eligibility to work in the UK
Please note that the successful candidate for this role will need to prove their eligibility to work in the UK. A full enhanced DBS will be required by the successful applicants of this role. All new appointments are subject to a 6 month probationary period.

Disclosure of criminal offences
This post requires a Criminal Records Bureau Disclosure Certificate. We will require the successful applicant to provide details, including dates and places, of any 'spent' convictions, cautions and bind-overs. Such appointments are made subject to the checking procedures undertaken by the Criminal Records Bureau prior to confirmation of an offer of appointment.

A criminal record will not automatically debar you from appointment; the selection panel will consider whether the conviction renders you unsuitable for the position. In making this decision, the panel will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors that may be relevant. Failure to declare a conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal should the discrepancy come to light.

How we use your information
We will use the information which you have provided on this form and which we collect from other sources (such as from references and from the Disclosure and Barring services) for the following purposes:

- To assess your suitability for the role for which you have applied
- To assess your suitability to work with children and enable us to comply with our legal obligations (including safeguarding and promoting the welfare of young people)

As part of The Nest Project's recruitment process, it is necessary to hold some information about employees and applicants on computer systems and manual records. This data is primarily for salaries, pension administration and statutory reporting purposes. All data is held in accordance to the requirements stated in the Data Protection Act 1998. By signing this form I agree to this data being held and processed.

For further information into how The Nest Project uses personal data please request our full Data Protection Policy via info@thenestproject.co.uk