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| **Job application form** |
| Post applied for: |  |
| Name: |  |
| Address: |  |
| Telephone no:  |  |
| Email address: |  |
| When could you start this job?  |  |
| National Insurance Number: |  |

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| Declaration |
| I hereby declare that I am currently legally able to work in the UK\*. I also declare that to the best of my knowledge, the information contained within this application is accurate and truthful.Signed ................................................................ Date: .....................................* **PLEASE NOTE: If invited to interview you will be asked to provide proof of identity & address as well as your right to work in the UK and proof of any qualifications stated as necessary to fulfil the post.**
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**IMPORTANT:**

* C.V’s. will not be accepted.
* Applicants need to explain their experience and how they meet the criteria in the person specification. You should try to answer each criteria. If you don’t have relevant experience from work, you can include experience from volunteering, studying etc or include an example of what you would do.
* Missing out criteria means you will score ‘0’ against the criteria.

Deadline and contact details for submission are included in the recruitment pack.

**DISCLOSURE OF CRIMINAL RECORDS:** Healthwatch Islington will undertake a DBS (police) check upon offer of this post.

**Access Requirements for the interview:** If you have a disability or condition that means you need us to make an adaptation for you to take part in an interview, please give details (for example, you need documents in large font, you need wheelchair access). This will not affect your application.

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| **Name & address of present employer.** (if not currently working give details and dates of last employment) Please also include details of current volunteering: |
| Post Held: |
| Date of appointment: |
| Give brief details of your work |

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| **Previous Employment** –Please start with most recent (including voluntary / community work) and add extra sheet if necessary. Please explain any gaps in employment. |  |  |  |
| Dates | Name & address of employer | Job / position held | Reason for leaving |
|  |  |  |  |

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| **Details of further education and training** |  |  |
| Dates | Full / Part Time | College / University etc | Qualifications |
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| **Details of other courses attended** |  |  |  |
| Dates | Length of course | Course title & organising body | Subject |
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| **General experience and further information (maximum 3 sides of paper):** * Please provide information to demonstrate the skills, experience and knowledge detailed on the Person Specification in the recruitment pack.
* You will not be invited to an interview without demonstrating in writing (below) that you meet the essential criteria.
* Please address each criteria separately, in the order shown on the Person Specification. You need to address the essential and desirable criteria.
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|  | **Yes** |  | **No** |
| Have you ever been convicted of a criminal offence? |  |  |  |
| Do you have a court appearance pending or have you been charged for a criminal offence? |  |  |  |

If yes, please provide more information:

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**Having a conviction would not necessarily exclude you from working with Healthwatch Islington. However, as we work with vulnerable people we would expect you to disclose convictions.**

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| **Referees** | You must give two referees. One of the referees must be your present or last employer (we will not contact referees unless we are intending to make a job offer). |
| Name: |  |  |
| Relationship to applicant: |  |  |
| Address: |  |  |
| Telephone Number: |  |  |
| Address: |  |  |
| Email address |  |  |