|  |  |
| --- | --- |
| Position applied for |  |
| Job reference |  |
| Closing date |  |
| Interview date(s) |  |
| Child protection post |  |

**Important note:** The text boxes below will expand as you type into them. Please read carefully all instructions and job details prior to completing this form.

Application forms should be returned to the email address mentioned in the advertisement

**1. Personal details**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Previous surnames  (if applicable) |  |
| Address |  |
| Postcode |  |
| Country |  |
| Mobile/telephone number |  |
| Email |  |

**2. Education, professional qualifications and training**

Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/address of school/university/institution | Dates (from - to) | Course details | Qualifications obtained, with grades |
| Educational qualifications | | | |
|  | - |  |  |
|  | - |  |  |
|  | - |  |  |
| Professional qualifications (including those from professional institutions) | | | |
|  | - |  |  |
|  | - |  |  |
|  | - |  |  |
| Training courses attended (only if relevant to the person specification) | | | |
|  | - |  |  |
|  | - |  |  |
|  | - |  |  |
|  | - |  |  |

**3. Career history**

Please note we do not accept CVs as part of the application process. Shortlisting will be carried out on the basis of the application form only.

**Most recent post** - Please give full details of responsibilities and achievements for your current/most recent job.

| Dates  (from-to) | Position held | **Name and address of employer** | Final salary | Reason for leaving or notice period |
| --- | --- | --- | --- | --- |
| - |  |  |  |  |
| Details of responsibilities/achievements: | | | | |

**Previous career history** - For all previous posts please only include a very brief outline of responsibilities and achievements. Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (from-to) | Position held | **Name and address of employer** | Final salary | Reason for leaving |
| - |  |  |  |  |
| Details of responsibilities/achievements: | | | | |
| Dates (from-to) | Position held | **Name and address of employer** | Final salary | Reason for leaving |
| - |  |  |  |  |
| Details of responsibilities/achievements: | | | | |
| Dates (from-to) | Position held | **Name and address of employer** | Final salary | Reason for leaving |
| - |  |  |  |  |
| Details of responsibilities/achievements: | | | | |
| Dates (from-to) | Position held | **Name and address of employer** | Final salary | Reason for leaving |
| - |  |  |  |  |
| Details of responsibilities/achievements: | | | | |
| Dates (from-to) | Position held | **Name and address of employer** | Final salary | Reason for leaving |
| - |  |  |  |  |
| Details of responsibilities/achievements: | | | | |

**4. Why does this job interest you?**

**5. Why do you want to work for CAFOD?**

**6. What knowledge/experience do you have of the Catholic Community**

**or other faith community (in particular in relation to charity/development)?**

**7. Competencies**

Please complete this part by matching your responses to **Key Competencies** which can be found in the **Job Description** for this position. The Person Specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification.

**8. Please add any other relevant information or comments**

**9. Referees**

Please give the name, address and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. Please note that CAFOD reserves the right to contact any former employer for a reference.

|  |  |  |
| --- | --- | --- |
|  | Present/most recent employer | Second referee |
| Name: |  |  |
| Address: |  |  |
| Phone number: |  |  |
| Email: |  |  |
| Capacity in which they know you: |  |  |
| Between which dates? | - | - |
| May we contact him/her prior to interviews? | Yes  No | Yes  No |

**10. Practical details**

**Availability**

If offered this post, when could you take up employment?

**Applicants with disabilities**

CAFOD is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process or you wish to discuss reasonable adjustment in the role itself, please contact the Personnel Team.

Alternatively you can give details here:

**Asylum and Immigration Act 1996**

All applicants called in for a final interview for a post based in the UK, will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government's immigration policy can be found on www.homeoffice.gov.uk, Immigration and Nationality page.

Do you currently have the right to work (paid) in the country in which this post is based?

Yes   No

Please detail your current right to work in the country of this posting, confirming if you hold citizenship or a visa and the type and duration of any work permit you hold:

**Criminal record**

*The information contained in this application form will only be seen by staff involved in the recruitment process.*

Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?  Telling us about a criminal record may not necessarily prevent you from being offered a job by CAFOD.  We may consider the type of offence, the time since it happened, your age at the time and any other relevant factors when we make a decision on whether to offer you a job.

What is a spent criminal conviction?

Some criminal convictions can become ‘spent’ after a set length of time from the date of the conviction. If this length of time has not passed, the law states that you must tell us now about any criminal convictions you may have which is ‘unspent’. If you do not tell us about your ‘unspent’ criminal convictions this may result in an unsuccessful application or dismissal at a later date. We do not expect you to tell us about speeding offences or parking violations.

Do you have any criminal convictions?

Yes  No If yes, please give details:

**Where did you see this job advertised?**

**11. Declaration**

I confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal. I understand that any offer of employment will be subject to receipt of two references that are satisfactory to CAFOD. I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998.

Signature:

Date:

If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true

*(You will be asked to sign this form at a later date)*

*If you do not hear from us within 14 days of the closing date please assume your application has been unsuccessful on this occasion.*