



**CREATE STRENGTH GROUP**  
RECOVERY SOLUTIONS



## CREATE STRENGTH GROUP JOB APPLICATION FORM

Please fill in the application form below. Do not type using only capital letters and please remember to check it carefully, as once the form has been submitted it cannot be changed. Please note that questions marked with an asterisk \* are mandatory and therefore must be answered.

Office Use Only:

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### APPLICATION FOR EMPLOYMENT

Details entered in this part of the form will be held in the HR department. Access to this information will be withheld from the short-listing panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Job Reference Number	
Job Title	
Where did you see this post advertised?	

#### Personal Details

*Surname/Family Name	
*First Names	
Title	
UK National Insurance No	
Address	
*Postcode	
* Country	
Home Telephone	
Mobile Telephone	
Work Telephone	

May we contact you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address	
*Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please select the category that relates to your current immigration status. This status will be subject to checking before interview.	
<input type="checkbox"/> Indefinite Leave to remain/enter <input type="checkbox"/> Refugee <input type="checkbox"/> Other, please specify below	
Please supply details of any visa currently held, including number, start/expiry dates and details of any restrictions.	
Visa No: Start Date: (DD/MM/YY) Expiry Date: (DD/MM/YY) Details of Restriction:	
Does your visa have a condition restricting employment or occupation in the UK?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## MONITORING INFORMATION

This section of the application form will be detached from your application form. The information collected will only be used for monitoring purposes and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

Create Strength Group recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

## Equality Act 2010

I would describe my ethnic origin as:		
<p><b>Asian or Asian British</b></p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<p><b>Mixed</b></p> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<p><b>Other Ethnic Group</b></p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this
<p><b>Black or Black British</b></p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p><b>White</b></p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	

Please select the option which best describes your sexual orientation		
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this	
Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Judaism	<input type="checkbox"/> Hinduism <input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
If you consider yourself to be disabled and you are shortlisted for an interview what adjustments would you like us to make?	
Are you aware of any aspect of your health which could affect your ability to undertake this job?	
<p><b>Please note:</b> You will be required to complete a pre-employment health questionnaire and/or consent to a medical examination for certain posts</p>	

<p><b>Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended</b></p> <p><b>This post is exempt from the above and you are therefore required to complete the section below.</b></p>
<p>The work for which you are applying involves working with vulnerable people, and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, and any cautions, reprimands or warnings. Create Strength Group is also entitled, under arrangements introduced for the protection of vulnerable people, to ask you to <b>apply and pay for</b> a Disclosure and Barring Service (formerly the CRB) certificate to evidence the existence and content of any criminal record if you are successful. Information received from the DBS will be kept in strict confidence.</p> <p>The disclosure of a criminal record, or other information, will not debar you from the appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision Create Strength Group will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to Create Strength Group's Opportunities Policy. Failure to declare a conviction, caution or bind over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.</p> <p><b>Please enter below details of convictions for any offence (including traffic convictions and appearances before a court martial) or formal cautions by police for any offence or any cautions, reprimands or warnings.</b></p>

## Disciplinary History

Have you ever been the subject of disciplinary proceedings for misconduct?

Yes

No

Have you ever been suspended from work for any reason?

Yes

No

If you answer yes to either of the above questions, please provide full details. Continue on a separate sheet if necessary.

## Relationships

Are you related to or do you have a relationship or personal friendship with a Trustee, Director, employee, past or current service user at Create Strength Group, including the Cannabis, Spice & Legal Highs Group? If so, please state the nature of the relationship

## Additional Information

Do you have regular access to a car?

Yes

No

Do you have a valid **full** driving licence?

Yes

No

Would you be willing to consider a Job Share?

Yes

No

Are you registered with the DBS UPDATE SERVICE online system?

Yes

No

## Data Protection Act 1998

The information supplied on this form may be held on computer, and/or held as manual data. All the information supplied by you is strictly confidential and will only be used for the purpose of recruitment and personnel administration. Please note that we have the right to reject an application without giving a reason.

## APPLICATION FOR EMPLOYMENT

Details entered in this part of the form will be made available to the short-listing panel.

Job Reference	
Job Title	

### Education & Professional Qualifications

Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.			
Subject/Qualification	Place of Study	Grade/result	Year

### Training Courses Attended

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking.			
Course Title	Training Provider	Duration	Date Completed

## Employment History

Please record below the details of your current or most recent employer

Employer Name			
Address			
Type of Business		Telephone	
Job Title			
Start Date		End Date	
Grade		Salary	
Reporting to (job title)		Notice Period	
Reason for leaving (if applicable)			
Description of your duties and responsibilities			

## Previous Employment

Please record below the details of your previous employment, beginning with the most recent first. Up to 2 previous employments can be entered here. If required, please provide additional information on a separate sheet.

### Previous Employer 1

Employer Name			
Address			
Job Title		Salary	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			

### Previous Employer 2

Employer Name			
Address			
Job Title		Salary	
From Date		To Date	
Reason for Leaving			
Description of your duties and responsibilities			

If you have had more previous employers, please provide additional information below and where there are any gaps within your employment history please state reasons.

## Supporting Information

Please use the following space to give further information that will help us to decide whether or not to invite you for interview (continue on a separate sheet if necessary, please make sure your supporting statement is **not more than 2 typed sides of A4**).

You should include in your statement:-

- Why you want to apply for this post.
- How your skills/experience match the job description and person specification.
- Any details of other interests/voluntary work relevant to the post.

Supporting information

## References

Please state the names and contact details of the people who have agreed to supply references covering a minimum of 3 years employment/training. **If you are or have been employed, these should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post.** If you are a student please provide contact details of a teacher at your school, college or university. If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of some standing within your community i.e. doctor, solicitor, MP etc. Where it is not possible to obtain any employer reference at all then please obtain two personal references. Where no personal reference can be obtained then references should be sought from personal acquaintances not related to or involved in any financial arrangement with you. If you have undergone training to return to work then the academic institution should be contacted. Personal references such as friends and relatives are not acceptable unless stated previously.

Please note, all reference requests will be sought through your line manager or other relevant department manager and your employment history will be verified through the organisation's Human Resources department or other relevant recruitment function. Please ensure that you provide full contact details. Referees may be contacted prior to interview.

### Referee 1

*Surname/Family name		First Name	
Title			
Job Title			
*Address			
*Post Code/ Zip Code		*Country	
Telephone		Fax	
Email			
* Relationship		*Can the referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Referee 2

*Surname/Family name		First Name	
Title			
Job Title			
*Address			
*Post Code/ Zip Code		*Country	
Telephone		Fax	
Email			
* Relationship		* Can the referee be contacted prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## DECLARATION

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. **I recognise that if I fail to declare a conviction, caution, reprimand or warning, this may disqualify me from appointment or result in summary dismissal if the discrepancy comes to light.** I agree to the information on this form being stored and processed in accordance with the requirements of the Data Protection Act 1998. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration			
Signature			
Name		Date	