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|  | |  |  | | --- | --- | | The Challenging Behaviour Foundation  The Old Courthouse  New Road Avenue  Chatham  Kent ME4 6BE  Tel: (01634) 838739  E-mail: info@thecbf.org.uk |  | | | | | |
|  | PLEASE RETURN THE COMPLETED FORM TO THE ABOVE ADDRESS OR BY EMAIL TO [info@thecbf.org.uk](mailto:info@thecbf.org.uk) | | | | |
|  | **IN CONFIDENCE** | | | | |
|  | Application for the post of : | | | | |
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|  | Where did you see this post advertised? | | | | |
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|  |  | | | | |
|  | 1. Personal Details ( use block letters)   |  |  | | --- | --- | | Name |  | | Address |  | | Telephone (daytime) |  | | Telephone (mobile) |  | | Telephone (evenings/home) |  | | Email address |  | | Do you have the right to work in the UK? | Yes/No  The Challenging Behaviour Foundation is not a licenced sponsor. Successful candidates will need to provide proof of eligibility to work in the UK. | | | | | |
|  | **2. Education** |  |  |  | |  |
|  |  |  |  |  | |  |
|  | School attended from age 11 | Dates | | External examinations and grades | |  |
|  | From | to |  |
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|  | **3. Further Education** (include projected grade if award not yet received) |  |  |  | |  |
|  |  |  |  |  | |  |
|  | Place of Education | Dates | | Subjects Studied | Qualifications & Level |  |
|  | From | to |  |
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|  | **4. Other Training** |  |  |  | |  |
|  |  |  |  |  | |  |
|  | Place of training | Dates | | Subjects Studied | Qualifications & Level |  |
|  | From | to |  |
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|  | **5. IT Experience** | | | | | |  | |  | | |  |  |  |
|  | Please give your experience/ competency level for each product listed (no knowledge/basic/intermediate/advanced):   |  |  | | --- | --- | | MS Excel |  | | MS Word |  | | MS Powerpoint |  | | MS Outlook |  | | Other (please specify) |  | | Other (please specify) |  | | | | | | | | | | | | | |  |
|  |  | | | | | |  | |  | | |  |  |  |
|  |  | | | | | |  | |  | | |  |  |  |
|  | **6. Employment Record: Present Employer** | | | | | | | | | | | | |  |
|  |  | | |  | | | | | | | | | |  |
|  | Name, Address and Type of Business | | | Post held and brief description of duties | | | | | | | | | |  |
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|  | Date Commenced | | Present Basic Salary | | | Notice Required | | | | | Grade/Benefits\* | | |  |
|  |  | |  | | |  | | | | |  | | |  |
|  |  | |  | | |  | | | | |  | | |  |
| *\* Applicants should note that, if successful, working for a small charity means you may not receive some of the benefits you may have enjoyed if you have worked previously for a large company. For example, you would only receive statutory sick pay in the case of long term sickness absence following successful completion of a probationary period; we cannot guarantee any future pay increase beyond the advertised salary for this post. Please note also we do not have a staff car park – you would need to use nearby ‘pay & display’ car parks if travelling by car. Your application to us indicates you are prepared to accept these terms and conditions. Do ask for further explanation or telephone for an informal discussion prior to applying if you have any concerns.* | | | | | | | | | | | | | | |
|  | **7. Previous Employment**  Please list previous employment history, starting with the most recent and including any volunteer/community experience, paid or unpaid. Continue on another sheet if necessary. | | | | | | | | | | | | |  |
|  |  |  | | |  | | |  | |  | | | |  |
|  | Name, Address and type of Business | Post held | | | Dates of employment | | | | | Reason(s) for leaving | | | |  |
|  | from | | | to | |  |
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**General**

8. Interests/hobbies/sports/etc.

9. If offered this position will you continue to work in any other paid employment? (please give details)

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|  | 10. Please give names and addresses of three persons (not relatives), one of whom must be your current or most recent employer (or personal tutor in the case of a student) from whom confidential references may be obtained.  **Please note that referees will be contacted should you be short listed for interview, unless you request otherwise.** | | | | | |  |
|  |  |  | |  | | |  |
|  | Name | Occupation / Job Title | | Address | | Email & Telephone |  |
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| 11. | Using the skills and experiences marked with \* in the ‘Person Specification’ explain your suitability for this post. For your application to be short-listed you will need to take each point marked with an asterix in turn and give examples of how you can show that you meet each requirement. (It is not enough to say “I have excellent written communication skills”; you must demonstrate your experience in this area) Please continue on another sheet if necessary. |

|  |  |
| --- | --- |
| 12. | Please tell us why you are attracted to this post. |
|  | I certify that to the best of my knowledge this application is a true and accurate record and agree that any false statement may be a sufficient cause for rejection, or if employed, dismissal. I have read and understand the note on page 3 with respect to terms and conditions offered by the Challenging Behaviour Foundation.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ |

PRIVATE & CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING

**(This section of the application form is separated from your application and not made available during the shortlisting process)**

**Position (applied for)** …………………………………………………………………

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, gender or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

**ETHNIC ORIGIN** - I would describe my ethnic origin as (please tick ONE box from A – F)

1. **White**

English Scottish

Welsh Irish

Any other White background, please specify …………………………….

1. **Mixed**

White and Black Caribbean

White and Asian

Any other Mixed background, please specify …………………………….

1. **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

Indian Pakistani

Bangladeshi

Any other Asian background, please specify …………………………….

1. **Black, Black British, Black English, Black Scottish or Black Welsh**

Caribbean African

Any other Black background, please specify ……………………………

1. **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group**

Chinese

Any other background, please specify ………………………

Prefer not to say

1. **Gender – I am**

Male Female

Prefer not to say Transgender

1. **Marital Status – I am**

Married Single

Partnered Civil Partnership

Prefer not to say

1. **Age – I am**

Under 25 25 – 34

1. – 44 45 – 60

Over 60 Prefer not to say

1. **What is your Religion**

Agnostic Atheist

Buddhist Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Hindu Sikh

Jewish Muslim

Other Religion/Belief, please specify ………………………………

Prefer not to say No Religion

1. **Disability – Do you consider yourself to have a disability?**

Yes No

Prefer not to say

**Definition of Disability**: Section 1 of the Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities”.

1. **Sexual Orientation – I am**

Gay man Hetrosexual

Gay woman/lesbian Bisexual

Prefer not to say Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Under the Data Protection Act 1998, the CBF will retain this information for up to one year after the end of the recruitment exercise.