

The Assist Trust is all about independence and is centred on the belief that we are all equal citizens. We develop the strengths of people with learning disabilities in Norfolk by providing personalised, outcome-focused programmes. We fulfil potential and promote a sense of purpose, well-being and integration into the community.



APPLICATION FOR EMPLOYMENT

Position Applied For:

Where did you hear about the vacancy?

Were you referred to this position by a member of staff at Assist?

If so, who was it?

Surname:

Forename/s:

Address:

Postcode:

Telephone Number:

Email Address:

Do you need a work permit to work in the UK?: Yes / No

As an Equal Opportunities Employer, we encourage applications from people with the relevant qualifications and experience regardless of race, age and sex. To aid our monitoring process, can you answer the following questions?

You are not obliged to do so.

Ethnic Group:

Do you consider yourself as having a disability? If so, would you like to be considered for the guaranteed interview scheme? As a disability symbol employer this information is needed so that all disabled applicants who meet the minimum criteria for this position are offered an interview:

Are you to the best of your knowledge related to any Trustee, Member or member of Staff of ASSIST? If yes, please give details: Yes / No

THIS POST IS EXEMPT FROM THE PROVISIONS OF THE REHABILITATION OF OFFENDERS ACT 1974 WITH REGARD TO SPENT CONVICTIONS.

Assist Trust Registered Charity Number: 1057772. Website: www.assist-trust.co.uk

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HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

A previous conviction does not necessarily preclude you from employment (see overleaf)

A. I have none to declare.

B. I have information to declare and have attached a sealed envelope containing details.

Please clearly delete either line A or B, whichever does not apply.

Educational / Professional / Vocational Qualifications

School/College/University	Dates To / From	Qualifications & Dates Obtained

Please provide the names & addresses of two referees

One referee should be your current / most recent employer. Please note that references will be taken up for short listed candidates prior to interview unless otherwise requested. Please indicate below if this is your preference.

1.

2.

Tel. No:

Tel. No:

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EMPLOYMENT HISTORY

Are you currently employed? Yes / No

Present salary:

Please detail below your present / most recent employment

Name & Address of Employer	Type of Business	Job Title	Date From To
.....	Describe the work you did		
.....	Reason for Leaving		
.....			

Tel. No
.....

Please list all other employment in date order, giving explanations for any gaps where appropriate.

Name & Address of Employer	Job Title	Dates To / From	Reason for Leaving

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STATEMENT IN SUPPORT OF YOUR APPLICATION

Please use this space to tell us why you would like this position, why you feel you would be good at the role and why we should employ you.

If you have undertaken any voluntary work or pursue any hobbies / interests that may be relevant include details.

You can continue on a separate piece of paper if you wish.

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Data Protection

Should your application be successful, Assist Trust will securely store application forms, DBS details and any other related application and review paperwork for a limited period of time, as appropriate to the situation.

All documentation relating to active employees will be retained throughout their employment with Assist Trust, and for seven years following their departure from the service, in line with our GDPR policy.

Applications which are unsuccessful will be destroyed 3 months from application unless permission is given by the applicant to be securely stored for further vacancies.

Individuals have the right to request and receive all information held about them at any time.

Declaration by the Applicant

I confirm that to the best of my knowledge, the information on this application form is correct. I understand that any misleading statement or deliberate omission may be sufficient grounds for cancelling any offer of employment or terminating my employment.

I give my consent for Assist Trust to hold and process personal information about me, in accordance with the described requirements.

I give my permission for Assist Trust to securely store my information for future vacancies Yes/No

Signature of Applicant:

Date: