

**Application Form**

**Please read the application pack before completing this form.**

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications.

Completed application forms may be submitted by email to [recruitment@arconline.co.uk](mailto:recruitment@arconline.co.uk) or by post to: ARC, Dovecot Street, Stockton on Tees, TS18 1LL.

We welcome applications from disabled people. Please contact us if you require this application pack in other accessible formats, or if you need to make alternative arrangements for completion. Please let us know in advance of any access requirements you have for the interview.

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| **Application for the post of:** |  |
| **Reference no (internal use only)** |  |

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| Personal Details | | | | |
| Name |  | | | |
| Pronouns |  | | | |
| Address |  | | | |
|  |  | | | |
|  |  | | Postcode |  |
| Telephone | Home |  | | |
|  | Mobile |  | | |
| Email address |  | | | |

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| --- | --- | --- | --- |
| Education and Training | | | |
| From | To | | Qualification obtained |
|  |  | |  |
| **Short and Part-time Courses** (including relevant in-house training) | | | |
| Dates | | Details | |
|  | |  | |

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| Employment | | | |
| Current/most recent position: |  | | |
| Employer’s name |  | | |
| Employer’s address |  | | |
|  |  | | |
| Start date |  | End date |  |
| Notice period: |  | | |
| Brief outline of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- | --- |
| Previous Employment | | | | |
| Date from | Date to | Name, location and nature of employer’s business | Position held | Reason for leaving |
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| **Supporting Information** |
| Please tell us why you are interested in the role and how your skills and experience would help you undertake the duties outlined in the job description, including any examples. We are looking for people who are passionate and motivated so it really helps to understand what aspects of the job you are interested and excited about.  You can draw on personal and voluntary experience as well as work experience – many of the skills we are looking for are gained through our family and social lives, not just in professional settings.  Maximum 2 pages |
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| Further Information | |
| Are you able to travel around the region if required? |  |
| Do you require a work permit to work in the United Kingdom? |  |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* | |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? Please use an additional sheet if necessary. |  |

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| Equality Monitoring | |
| It is important to us that we are able to measure our commitment to reaching people from all backgrounds, including those who may face barriers connected to their background, identity or current circumstances.  Any information you provide will be kept secure, anonymous and confidential and will not be used as part of the assessment of your application.  Please complete the Equality Monitoring Form by clicking [here](https://www.surveymonkey.co.uk/r/CBZCP86). You can choose ‘Prefer not to answer’ for any or all of the questions, but you do need to complete a form for your application to be accepted. | |
| Please put an X here to confirm that you have completed an Equality Monitoring Form |  |

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| --- | --- | --- |
| References | | |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) that can provide a reference for you.  It is ARC’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. | | |
| Name | Position | Telephone Number/Email |
|  |  |  |
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| Declaration | |
| I declare that the information on this application is, to the best of my knowledge, true and complete. | |
| Signed: | Date: |



##### Information for Interviews

The date of the interviews has been included in the recruitment pack. Please indicate below if you are not able to make this date.

If you have any access requirements for the interview, please let us know here so that if you are shortlisted, we can make any necessary arrangements. We want your interview to be accessible so please do give any relevant details:

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