**Transport & reception Team Leader Post (Onsite Monday to Friday 9.00am to 13.00pm)**

**Post applied for:**

**To be agreed**

**28th June 2022**

**Closing Date: Interview Dates:**

Thank you for your enquiry about this position and your interest in working for Serve. Please read the Job Description, Person Specification and Supporting Information before completing the application form. Complete this form fully using black ink or type.

**Section 1 – Personal Details**

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| --- | --- |
| Full Name: |  |
| Address: |  |
| Email: |  |
| Home Phone: |  |
| Mobile Phone: |  |

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| --- | --- | --- | --- |
| Do you have a full current driving licence? |  | Do you have regular access to a vehicle? |  |
| Do you currently have penalty points/endorsements? |  |

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| --- |
| **Declaration** |
| Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation 2018. Individuals have, on written request, the right of access to personal data held about them.  I hereby give my consent to Serve processing the data supplied in this Application Form for the purpose of recruitment and selection. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of SERVE and up to 6 years after the end of your employment. Otherwise this form will only be retained by SERVE for so long as it is required in connection with your application.  I understand also that any offer of employment with Serve is subject to the receipt of at least two satisfactory references and a Disclosure and Barring Service (DBS) clearance check.  I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. |

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| Signed: |  | Date: |  |

***Note: Only sign and date this declaration section after you have read, completed and checked all of the information contained within this Application Form.***

**Section 2 – Personal Statement**

Continuation sheet on last page

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| **Relevant experience and skills to the position applied for**  *Please use this section to explain in detail how you meet the requirements of the Job Description and Person specification. If you are or have been involved in voluntary/unpaid activities, please also include this information.* |
|  |

**Section 3 - Education**

Continuation sheet on last page

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| --- | --- | --- | --- | --- |
| **Qualifications and Training**  Please include any academic and vocational training (e.g. GCSEs, NVQs),  as well as any on-the-job training you may have completed. | | | | |
| **Name of qualification** | **College or Organisation** | **Result**  *If applicable* | **Date** |
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**Section 4 – Current Employment**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer** | | **Job Title** | **Salary** | **Date from** | **Date to** | **Reason for leaving/change** |
|  | |  |  |  |  |  |
| Give a brief description of the duties and responsibilities of the current / last post held by you: | Continuation sheet on last page | | | | | |

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| **Current period notice required:** |  |

**Section 5 – Employment History**

Continuation sheet on last page

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| --- | --- | --- | --- | --- |
| **Employment History**  Please give details of your employment history since leaving school, including any gaps in employment. ***Start with your current employment.*** Continue on a separate sheet of paper if necessary. | | | | |
| **Name & Address of Employer** | **Job Title** | **Dates from & to**  (month and year) | **Summary of Duties** | **Reason for Leaving** |
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**Section 6 - Referees**

Please give the details of two employment referees, one of which must be your current/last employer. We will only contact your referees if you are offered a position at Serve.

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|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Company |  |  |
| Address |  |  |
| Phone |  |  |
| Email |  |  |

**Section 7 - Declarations**

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| **Disclosure & Barring Service and Outstanding Disciplinary/Legal Proceedings** |
| This position is exempt from the Rehabilitation of Offenders Act 1974 and requires an enhanced Disclosure and Barring Service (DBS) check.  All successful candidates will have a DBS check carried out prior to commencing their employment with Serve. It is important that ANY convictions, cautions, reprimands, bind overs, final warnings or proceedings against you that that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 are disclosed to us, as failure to do so at this stage may result in any agreements between us being terminated.  **Do you have any convictions / cautions that are spent or unspent under the rehabilitation of offenders act 1974? Any disclosure will be treated in the strictest confidence. Please state below:** |

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| **Asylum and Immigration Act 2016**  You will be required to provide evidence of your right to work in the UK in line with current legal guidance. Please indicate which of the following documents you can provide to prove your eligibility to work in the UK |
| Valid European Union Passport / British Passport  European Union Birth Certificate  Valid and appropriate working or residential visa or permit  Foreign Student Matriculation Card  *If you cannot provide any of the above, please contact* [*countybefrienders@serve.org.uk*](mailto:countybefrienders@serve.org.uk)***before*** *applying* |

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| **Disability Discrimination – Equalities Act 2010** |
| *This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to he working environment, provided it is reasonable in the circumstances to do so.*  Please indicate if you require any adaptations to attend an interview: Yes ☐ No ☐  *If* ***yes****, please state your requirements, for example wheelchair access, sign language, etc…:* |

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| **Continuation Sheet** |
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**Equal Opportunities Recruitment Monitoring Form**

*Serve wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.*

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 18-24 25-29  30-34  35-39 40-44  45-49

50-54 55-59  60-64  65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please specify here:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say  Any other mixed background, please specify here:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please specify here:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please specify here:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please specify here:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please specify here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual

Prefer not to say  If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh Prefer not to say

If other religion or belief, please specify here:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**Do you have caring responsibilities? If yes, please tick all that apply**

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say