**APPLICATION FORM**

How to apply

Please complete this form electronically and email it to info@thecommunicationworkshop.co.uk along with your CV.

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| Position(s) applied for:  |
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| If applying for a therapist position, please provide your HCPC registration number: |
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We don’t expect people to start any position being able to do everything in the job description - if you have no, or limited experience in an area, please just let us know – new skills can be learned on the job and support will be provided.

**Qualifications**

**Please include your professional qualification details (if relevant to the role)**

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| From | To | Qualification / Course / Grade |
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**Please list all relevant short courses / continuing professional development (CPD) courses attended** (continue on another sheet if necessary)

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| From | To | Qualification / Course |
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**Employment History**

Please give details of your employment history. Please begin with your present or most recent position and then work chronologically backwards. Use an additional page if necessary.

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| From | To | Name and address of employer | Job title, description of duties and responsibilities, reason for leaving and salary on leaving |
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| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.  |
| Why have you applied for this position? |
| How did you hear about this job? |

**Personal Statement**

**This section is really important – it is your chance to tell us how your skills and experience meet the requirements of the job specification. We will short-list based on this section, so please include as much detail as you can.**

Please use this space to say why you think you’d be good at the job, what experience and skills you would bring, and any other information you think may help your application. Please don’t be constrained by the space, you can continue on another page if helpful*.*

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**Other Information**

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| Working within a small business provides opportunities to gain experiences you may not otherwise gain and can mean that unique skills and qualities are recognised and can be utilised!If you have additional knowledge, skills or experiences that you think would be valuable in a small growing therapy business, please indicate these below (this could include hobbies and interests, previous professional experience, social media skills, PR, working in different sectors etc).  Likewise, if there is a particular area in which you would like experience or to develop your skills (either from a clinical, leadership or business/ management perspective), or particular career aspirations, please let us know. |
| If you are successful, when could you take up your post? How many weeks’ or months’ notice do you have to give to your current employer? |
| Would you consider part time working? Is there an ideal working pattern that you are looking for? |

**Referees**

Please give details (name, role and contact details) of two referees, one of whom must be your current or most recent employer. Neither referee should be a relative or contemporary. We will not contact referees without first speaking to you.

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| *[****Rehabilitation of Offenders Act 1974***In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.] |