**A red and black logo

Description automatically generated Application Form**

Please contact us if you need this application form in a different format. The Hamlet Charity, Head Office, Johnson Place, Norwich, NR2 1SJ 01603 215193

[admin@thehamletcharity.org.uk](mailto:admin@thehamletcharity.org.uk)

[www.thehamletcharity.org.uk](http://www.thehamletcharity.org.uk/)

**The Hamlet's Safeguarding Statement**

The Hamlet is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Instructions for completing this application form:**

* 1. We are an equal opportunities employer and will not tolerate discrimination in any form.
  2. You must be over 18 years old to apply to work with us. The only exception to this is bank support worker positions, for which applicants must be 17 or over.
  3. Do **not** send a CV.
  4. Read our Privacy policy and Retention of Records procedure.
  5. Read our Safeguarding policy.
  6. You can attach additional pages if you need to.
  7. Use block capitals if completing the form by hand.

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| **What position are you applying for?** | Click or tap here to enter text. |

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| **Personal details** | |
| Forename/s: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Preferred contact phone number: | Click or tap here to enter text. |

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| **How did you learn of this vacancy?** | | |
| Facebook  Indeed  Momentum  At an Event  Twitter | Norfolk Care Careers  Gratis Jobs  Norfolk Childcare jobs  Word of Mouth  City College Norwich | UEA Website  EDP  The Hamlet Website  Other |

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| **Right to work in the UK** | | |
| Are you legally entitled to work in the UK? If invited to interview you will be expected to show evidence of this. | Yes |  |
| No |  |

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| **Supporting statement**  Write a supporting statement to tell us why you think you are the right person for the position. Read the job description and person specification and use examples to show how you meet the criteria. If you have not worked in a similar role before, tell us about your qualities, personality and other experiences that make you a good candidate. We will use this statement to help us decide whether we  think you would be suitable for the role. |
| Click or tap here to enter text. |

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| **Interests and hobbies**  What do you like to do in your spare time? |
| Click or tap here to enter text. |

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| **Education**  Include all secondary education, college, and university studies. You will be expected to show certificates as evidence. | | | | |
| **School, college, or university** | **Subject** | **Qualification** | **Grade or result** | **Date** |
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| **Training courses**  Include all training you hold a valid certificate for. You will be expected to show these as evidence. | | |
| **Provider** | **Subject** | **Date** |
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| **Employment history**  Please give details of your full employment history including voluntary roles and any gaps in employment. Start with your most recent position and continue backwards. If a full employment history is not provided, your application may be delayed while we gather the remaining information from you. Please attach any additional roles on a separate page. | |
| Name of employer | Click or tap here to enter text. |
| Position held | Click or tap here to enter text. |
| Outline of duties | Click or tap here to enter text. |
| Start date | Click or tap here to enter text. |
| Finish date | Click or tap here to enter text. |
| Reason for leaving | Click or tap here to enter text. |
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| Name of employer | Click or tap here to enter text. |
| Position held | Click or tap here to enter text. |
| Outline of duties | Click or tap here to enter text. |
| Start date | Click or tap here to enter text. |
| Finish date | Click or tap here to enter text. |
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| Position held | Click or tap here to enter text. |
| Outline of duties | Click or tap here to enter text. |
| Start date | Click or tap here to enter text. |
| Finish date | Click or tap here to enter text. |
| Reason for leaving | Click or tap here to enter text. |

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| Driving |  |
| Do you have a current driving licence? | Yes  No |
| If yes, what sort? | Provisional  Full  HGV |
| Do you have access to a car? | Yes  No |

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| **Criminal record and Safeguarding** | |
| "I understand that a Disclosure & Barring Service (DBS) pre- appointment vetting check will be required as part of the recruitment process. By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with such groups in Regulated Activity roles when barred from doing so is a criminal offence." (Declaration subject to the Rehabilitation of  Offenders Act 1974) | Yes  No |
| Have you ever been convicted of a criminal offence? | Yes  No |
| If yes, please give details | |
| Click or tap here to enter text. | |
| "I confirm that I have read and understood The Hamlet Safeguarding policy in this application pack; and am  committed to safeguarding and promoting the welfare of children, young people and adults at risk". | Yes  No |

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| **Data protection** | |
| "I have read and understood the Privacy policy in this application pack and understood how my data will be used." | Yes  No |
| "I have read the Retention of Records procedure included in this application pack and understand how long my data will be stored." | Yes  No |

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| **Health and disability** | |
| Do you require any reasonable adjustments for the interview Yes □  and selection process? | Yes  No |
| If yes, please give details  Click or tap here to enter text. | |

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| “I have read, understand and completed the risk assessment included in the application pack and accept the risk that may come with the position if I am successfully employed.” **Please include the completed Risk Assessment with your Application Form.** | Yes  No |

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| **Referees**  We require at least 2 full references. We understand that many organisations now provide bare facts references; if this is the policy of your previous employer then please ensure you also provide the details of 2 further referees able to provide full references (for example a previous manager or other individual able to provide a character reference). You must have known them for at least 2 years.  We will not accept references from work colleagues, relatives, or someone who is writing solely in the capacity of friend.  Referees will be asked whether the applicant has been subject to any safeguarding concerns.  The Hamlet will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees where permission is  provided. | |
| **Current or last employer**  (if you have not previously been employed you should provide contact details from a school, college, or university teacher/tutor instead) | |
| Name of organisation: | Click or tap here to enter text. |
| Position/s held: | Click or tap here to enter text. |
| Employment start date: | Click or tap here to enter text. |
| Employment finish date: | Click or tap here to enter text. |
| Reason for leaving: | Click or tap here to enter text. |
| How much notice are you required to give before leaving this position? | Click or tap here to enter text. |
| Name of contact:  (This should be your manager, a senior member of staff or HR manager) | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| May we contact this this employer for a  reference before interview? | Click or tap here to enter text. |
| May we contact this this employer for a  reference after offering the position? | Click or tap here to enter text. |
| Do you consent to us receiving personal information from this referee  relating to this employment? | Click or tap here to enter text. |
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| **Previous employer** | |
| (if you have not previously been employed you should provide contact details for  a character referee instead) | |
| Name of organisation: | Click or tap here to enter text. |
| Position/s held: | Click or tap here to enter text. |
| Employment start date: | Click or tap here to enter text. |
| Employment finish date: | Click or tap here to enter text. |
| Reason for leaving: | Click or tap here to enter text. |
| How much notice are you required to  give before leaving this position? | Click or tap here to enter text. |
| Name of contact:  (This should be your manager, a senior member of staff or HR manager) | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| May we contact this this employer for a reference before interview? | Click or tap here to enter text. |
| May we contact this this employer for a reference after offering the position? | Click or tap here to enter text. |
| Do you consent to us receiving personal information from this referee  relating to this employment? | Click or tap here to enter text. |

"I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, if I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.”

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| **Signed:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |

Please return your completed application form to:

Email: [admin@thehamletcharity.org.uk](mailto:admin@thehamletcharity.org.uk) Post: HR Team,

The Hamlet Charity,

Head Office, Johnson Place, Norwich,

NR2 1SJ