

Guidelines for completing this Application Form

The application form can be completed either electronically or in your own handwriting. (Please use black ink).

All questions and sections should be completed. Please use the person specification and job description to help you understand the main responsibilities of the job

Sources of Reference:

You **must ask** the people you name if they are willing to supply a reference.

References will be requested if your interview is successful

One reference must be from your current or most recent employer.

Please note: We will only contact your current employer if your interview is successful and you have agreed for us to do so.

The 2nd reference can be a character reference but this person cannot be a relative, (e.g. minister, police, church elder or voluntary association are good sources of character references)

Employment History:

Complete this section fully. Any gaps or periods of unemployment should be noted.

Rehabilitation of Offenders:

All employees of Streets Ahead are required to be Protecting Vulnerable Groups Scheme members (PVG) and are subject to a satisfactory Enhanced Disclosure. This is a requirement of the Care Inspectorate who registers and inspects the services we provide. You **must** tell us about any offences.

Declaration

Please sign the bottom of the application. It is acceptable for the signature to be handwritten, typed or signed electronically.

Returning your application

Application forms may be returned electronically or posted. If you are returning your completed application by post, please ensure you attach the correct postage, as the application form will not be delivered to our office but kept at the Sorting Office until the postage is paid.