**Application Form**

**Please answer all the questions on this form and when you have finished email it to us in an editable format (not PDF) at** [**recruitment@otrbristol.org.uk**](mailto:recruitment@otrbristol.org.uk)

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| **Position Applied For:** |

**Part 1. PERSONAL INFORMATION**

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| --- | --- |
| **Full Name:** | **Email:** |
| **Address:** | **Phone:** |
| **Are You Over 18?** Yes / No | |
| **Are You Eligible To Work In The UK?** Yes / No | |
| **Where did you hear about this role?** | |
| **Do you have a current driving license and access to appropriate transport?** | |

**Part 2. REFEREES**

**We won’t contact your referees until after we’ve made you an offer of employment. One of them must be your current or most recent employer.**

|  |  |
| --- | --- |
| **Full Name:** | **Full Name:** |
| **Relationship To You:** | **Relationships To You:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
| **Email:** | **Email:** |

**PART 3. EDUCATION & TRAINING**

Be sure to include training as well as formal education. We’re interested in all of it!

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (From-To)** | **Institution** | **Subject** | **Qualification** |
|  |  |  |  |
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**PART 4. EMPLOYMENT**

Include any voluntary experience here as well as any gaps in employment for things like travel, family or sickness.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (From-To)** | **Employer** | **Role** | **Reason For Leaving** |
|  |  |  |  |
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**PART 5. PERSONAL STATEMENT**

Tell us why you are a good fit for the role. Be sure to use the person specification to help you write your statement and please don’t write more than 1000 words.

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**Part 6. VALUES**

Please choose five values from the selection below that best describe you. To choose, please delete the values from the table you are not choosing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Accommodating** | **Inclusive** | **Thoughtful** | **Supportive** |
| **Open** | **Resourceful** | **Resilient** | **Communicative** |
| **Independent** | **Imaginative** | **Motivated** | **Adaptable** |

**Part 7. REHABILITATION OF OFFENDERS ACT**

**Do you have any unspent criminal convictions?** All appointments at OTR are made subject to a DBS check.

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| **If ‘Yes’, please list below…** |

**Part 8. DECLARATION**

I declare that the information in this application is true to the best of my knowledge and that any misrepresentation may result in any offer of employment being withdrawn.

**Signed: Date:**

**Please complete your equal opportunities monitoring survey here:** [**https://otrbristol.typeform.com/to/ILbNRK**](https://otrbristol.typeform.com/to/ILbNRK)

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| **Equal opportunities recruitment monitoring statement**  OTR is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.  In order to achieve these aims we need to know about the diversity of people who apply to work for us. Please help us by providing the information requested on the survey  **Data protection overview**  If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within OTR. The information you give us will be **kept securely**, won't be shared outside the service and is **confidential**. It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly. **If you would like us to stop using the information you provide, please contact us.** |