

**Application Form**

|  |  |  |
| --- | --- | --- |
| **Title of post applied for** |  | |
| **Where did you see this vacancy advertised?** |  | |
| **Your Name** |  | |
| **Your Address** |  | |
| **Please supply your contact details below and tick your preferred method of contact: ✓** | | |
| Mobile |  |  |
| Email |  |  |
| Telephone (day) |  |  |
| Telephone (evening) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current or most recent employment\*** |  | | | |
| **Last Rate of pay:** | **Reason for leaving last employer:** | | |
| **£** |  | | |
| **Competencies** | **Proficiency** | **Evidence** | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
| **Professional Memberships** |  | | | |
| **Languages** | | | **Written Proficiency** | **Spoken Proficiency** |
|  | | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **References – please supply below the names and contact details of two referees, one of whom must be your current or most recent employer:** | | | | | | | | |
| **Name** | |  | | **Name** | | |  | |
| **Address** | |  | | **Address** | | |  | |
| **Email** | |  | | **Email** | | |  | |
| **Telephone** | |  | | **Telephone** | | |  | |
| **Job title** | |  | | **Job title** | | |  | |
| **Relationship to you** | |  | | **Relationship to you** | | |  | |
| **Can this referee be contacted prior to interview? ✓** | | | | **Can this referee be contacted prior to interview? ✓** | | | | |
| **YES** |  | **NO** |  | **YES** |  | **NO** | |  |

|  |  |
| --- | --- |
| **GUARANTEED INTERVIEW SCHEME FOR DISABLED APPLICANTS**  **AlphaPlus offers a guaranteed interview scheme (GIS) to disabled applicants for roles with our company. Under this scheme, disabled applicants who meet the minimum published criteria for the role and provide adequate evidence of this in their application will receive an invitation to interview.**  **Please tick the box on the right side to be considered under the GIS for disabled applicants. ✓** |  |
|  |
| **GUARANTEED INTERVIEW SCHEME FOR EX-MILITARY AND RESERVIST APPLICANTS**  **AlphaPlus offers a guaranteed interview scheme (GIS) to ex-military personnel and reservists for roles within our company. Under this scheme, ex-military personnel and reservists who meet the minimum published criteria for the role and provide adequate evidence of this in their application will receive an invitation to interview. Please tick the box on the right side to be considered under the GIS for ex-military and reservist applicants. ✓** |  |
|  |

|  |
| --- |
| **If you require any reasonable adjustments to be made to the recruitment process to enable you to complete and support your application, (for example wheelchair access if invited to attend interview) please outline them in this section:** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? ✓** | | | | |
| **YES** |  | **NO** |  |
| **If yes, please provide details:** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disclosure and convictions declaration** | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. ✓** | | | | |
| **YES** |  | **NO** |  |
| **If yes, please provide details:** | | | | |
|  | | | | |

|  |  |
| --- | --- |
| **Declaration** | |
| **I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or, if appointed may result in my dismissal. I have viewed the AlphaPlus recruitment privacy notice.** | |
| **Signature:** | **Date:** |
|  |  |

**APPLICATION INSTRUCTIONS**

**In order for your application to be considered it is important that you complete this form fully and send it to** [**recruitment@alphaplus.co.uk**](mailto:recruitment@alphaplusconsultancy.co.uk) **together with a covering statement and an up-to-date CV by the closing date for applications for the related vacancy.**

**Consideration of your covering statement is a critical component of the shortlisting process. Your covering statement should set out how your knowledge, skills and experiences meet the requirements of this role with close reference to the job description and person specification. You should draw on examples from your current or previous roles or from other relevant situations (such as activities outside work).**

**RECRUITMENT PRIVACY NOTICE**

**The AlphaPlus recruitment privacy notice can be found at** [**https://www.alphaplus.co.uk/recruitment-privacy-notice/**](https://www.alphaplus.co.uk/recruitment-privacy-notice/%20)**.**