**PLACE PROGRAMME MANAGER JOB APPLICATION FORM**

|  |  |
| --- | --- |
| Application for the post of: | **Place Programme Manager** |
| Closing date for Application : | **Friday Sept 13th 2024** |

Please fill in all sections and sign and date the declaration on the last page.

|  |
| --- |
| **PERSONAL DETAILS**  Title :  Surname : Forenames :  Address :  Postcode :  Date of Birth :  Telephone :  Mobile:  Email :  Preferred method of contact: |

|  |
| --- |
| **PRESENT OR MOST RECENT OCCUPATION**  Organisation name :  Job Title :  Current Salary :  Hours per week :  Date started :  Date left (if applicable) and reason for leaving :  Brief description of duties : |

|  |  |
| --- | --- |
| **QUALIFICATIONS AND CPD :** | |
| Educational establishment attended | Qualifications obtained, with dates and grades where applicable |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS OCCUPATIONS** Please enter most recent first and continue on a separate sheet if necessary. You may include both paid and voluntary roles. | | | |
| Organisation: | Job Title: | Start date: | Leaving date: |
| Salary and hours: | Reason for leaving: | | |
| Organisation: | Job Title: | Start date: | Leaving date: |
| Salary and hours: | Reason for leaving: | | |
| Organisation: | Job Title: | Start date: | Leaving date: |
| Salary and hours: | Reason for leaving: | | |

|  |  |
| --- | --- |
| **REFERENCES**  Please give the names of 2 referees who are able to comment on your ability to carry out this job. One referee must be you current or most recent employer. | |
| Name :  Address :  Postcode : | Position :  Capacity known to you :  Telephone number :  Email address: |
| Name :  Address :  Postcode : | Position :  Capacity known to you :  Telephone number :  Email address: |

Your referees will only be contacted if you are short-listed for interview.

Are you happy for Get Berkshire Active to contact your referees prior to interview Yes/No

|  |
| --- |
| **SUITABILITY FOR THE POST – PLEASE ADDRESS ALL AREAS OF THE PERSON SPECIFICATION.**  Please say why you are applying for this post. Outline aspects of your previous experience and skills showing how they will help you fulfil the requirements of this role as outlined in the attached Job Description **and particularly the Person Specification**. **No more than 2 sides of A4 please.** |
| **Eligibility to work in the UK**  Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996? **YES / NO** (please delete as applicable).  If appointed, you will be required to provide a specified document, such as a valid passport, P60, UK birth certificate or work permit to confirm your answer. |
| **Rehabilitation of Offenders**  The Rehabilitation of Offenders Act (ROA) allows most convictions and all cautions, reprimands and final warnings to be considered spent after a certain period. This period – known as the rehabilitation period – is determined by the sentence or disposal given, rather than by the type of offence. The ROA gives people with spent convictions, cautions, reprimands and final warnings the legal right not to disclose them when applying for most jobs.  This post is covered by the ROA. You therefore only need to inform us if you have any ‘un-spent’ convictions.  What does spent mean? Once a conviction, caution, reprimand or final warning becomes spent you do not need to disclose it to most employers, or when applying for most courses, insurance or other purposes (e.g. applying for housing). It is against the law for an organisation to obtain information about an individual’s spent cautions or convictions unless the law specifically states that they can ask an exempted question; usually when someone is applying for a job or role that is exempt from the ROA.’.  Do you currently have an **UNSPENT** convictions? YES / NO (delete as applicable). If yes we will write to you confidentially so that you can disclose these to us. If you are unsure the following is a good source of advice: [ROA Advice](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/disclosing-criminal-records-to-employers/) |
| **Availability for work:** When would you be free to start in post? |
| **Disability :** If you require any adjustment to be made in the application procedures for this post due to a disability, or any particular arrangements in the event that you are called for interview, please record below and we will contact you with regard to making arrangements if you are called for interview. |
| **Where did you hear about this post:** |

I declare that the information given in this application is correct to the best of my belief. I declare that I have no unspent convictions, and no pending cases that I have not brought to your attention which may affect my suitability to work with children, young people or vulnerable adults. I understand that should any information be false, a job offer may be withdrawn or I may be subject to summary dismissal.

Signed : Date :

(electronic signature is permissible)

Please email the completed form to Nick West-Oram [jobs@getberkshireactive.org](mailto:jobs@getberkshireactive.org)