



Application Form

Please download this form, fill it in and then return via e-mail to recruitment@wspld.org or by post to: Recruitment, The Westminster Society, 16A Croxley Road, London W9 3HL.

To maximise your chance of being selected for an interview it is essential that you complete ALL sections in full. Alternatively you can send us your CV, although if short-listed we will ask you to complete an application form in advance of your interview.

All information provided by applicants will be treated with full confidentiality.

Section 1 - Your Personal Details

Title of post applied for

Title Mr Mrs Ms Miss (Please tick)

First name

Surname

Address

Postcode:

Mobile phone number

Home phone number

Personal Email address

Where did you hear about this vacancy?

Section 2 - Why do you want to work with the Westminster Society?

Please use the space provided below and on the next page to outline how your skills, experience and knowledge meet the essential criteria in the job application form.

This section of the application form is an opportunity for you to demonstrate your abilities and the experience that you have gained in the past and how they are related to this job role.

It is important that you give specific examples, as this part of your application will be used to assess whether you are shortlisted for interview.

Please refer to the application information pack – General posts – for further information.

Section 3 - Your Current Employment

Please give details of your current or most recent job – this may include voluntary work or work experience.

Name of the organisation you work for

Job title

Start date of employment	Month	Year
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End date of employment (if applicable)	Month	Year
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Salary (if applicable)	£
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Brief description of duties / responsibilities

Reason for seeking new employment or leaving (if not currently working)

Section 4 - Your Previous Employment

Please give details of your previous employment in date order, starting with the most recent jobs you have had.

Where you have been employed by an agency, please outline the details of the agency as well as the placement(s).

Also, include any previous work with the Westminster Society and voluntary work / work experience you may have had.

If you need more space to detail all of your employment history, please do so on a separate sheet of paper and attach it to your application form.

Name of the organisation you worked for

Job title

Start date of employment

Month

Year

End date of employment

Month

Year

Salary (if applicable)

£

Brief description of duties / responsibilities

Reason for leaving

Name of the organisation you worked for

Job title

Start date of employment Month Year

End date of employment Month Year

Salary (if applicable) £

Brief description of duties / responsibilities

Reason for leaving

Name of the organisation you worked for

Job title

Start date of employment Month Year

End date of employment Month Year

Salary (if applicable) £

Brief description of duties / responsibilities

Reason for leaving

Section 5 - Any employment gaps you may have

If you have had any period where you have not worked, please detail these below.

Date from Month/ Year	Date to Month/ Year	Reason for gap in employment
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Section 6 - Education and Training

Please provide details of your education and training below. Please include any qualifications or courses attended (this includes non-certificated courses) which are relevant to the role of Support Worker.

Date from Month/ Year	Date to Month/ Year	Name of School / College / University / Organisation	Qualification gained / training completed
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Section 7 - Other information about you

Do you have any illness or condition which would impair your ability to carry out the duties of this post? Yes No

If you have answered yes, please give further details.

Do you consider yourself to have a disability or special need? Yes No

If you have answered yes, please give further details, including any specific requirements you have that we need to consider if you are invited to an interview.

Do you require a work permit or visa to work in the UK? Yes No

If you have answered yes, please state the type and expiry date of the work permit or visa.

Section 8 - Criminal Convictions

Posts at the Westminster Society are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975.

Therefore you are asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are "spent" or not.

All successful candidates will be required to undergo a criminal record check which will be carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment with the Westminster Society.

Have you ever been cautioned / reprimanded / bound over / convicted of a crime (spent or otherwise)?

Yes No

If you have answered yes, please give details below outlining the date, place and nature of the offence and outcome:

Section 9 - Your References

A final offer of employment as a Support Worker is subject to us receiving a minimum of 2 satisfactory references covering the last three years of your employment history. Details of the referee from your current or most recent employment was provided in Section 3. Please use this section to provide details of your second referee. This references should come from a previous employer. Relatives may not be given as referees.

There can be delays in being able to provide a final offer of employment and agree a start date, because of difficulties in us obtaining references. Therefore, it is important that you provide full details of all referees and that they are correct and up to date.

It is also important that any referees you put down are willing to provide a reference and that they are aware that if a reference is not provided it will affect our ability to offer you employment.

We will contact all referees listed but only for successful applicants

Referee 1 – Current employer (Including voluntary work / education)

Name

Job title

Name of organisation

Address of organisation

Telephone number

Fax number

Email address

Relationship to you (e.g. Line Manager)

Referee 2

Name

Job title

Name of organisation

Address of organisation

Telephone number

Fax number

Email address

Relationship to you (e.g. Line Manager)

Referee 3

Job title

Name of organisation

Address of organisation

Telephone number

Fax number

Email address

Relationship to you (e.g. Line Manager)

Section 10 - Your Declaration

- I declare that the information that I have provided on this form is correct to the best of my knowledge.
- I understand that any false information or misinterpretation would result in my application being disqualified or if appointed, could lead to disciplinary action including dismissal.
- I understand that information on this form may be held by the Westminster Society on computer and / or manual records.
- I consent to the Westminster Society, in line with the Data Protection Act (1998), holding this information in a secure place (if my application is unsuccessful the data will be held for 6 months and then destroyed).

Signature

Date

To help us monitor the success of our recruitment campaigns, can you let us know where you saw the job advert.

Section 11 - Privacy Notice/General Data Protection Regulation (GDPR)

The personal data provided in this application is used for the following purposes by the Westminster Society.

Unsuccessful applications

- Meet our legal obligations
- Pursue our legitimate interests

The application information provided is used to assess your suitability for the job role, and recruitment and selection purposes. The personal data you provide may be used to contact you to inform you about our interviewing process. All your personal data will be stored electronically in a safe place with limited access for a period of 6 months. Thereafter the application form will be safely deleted from all our systems and records.

Successful applications

- Meet our legal obligations
- Pursue our legitimate interests

The application information provided is used to assess your suitability for the job role, and recruitment and selection purposes. The personal data you provide may be used to contact you to inform you about our interviewing process. All your personal data will be used to create your personnel records and will be stored electronically in a safe place with limited access for the duration of your employment.

Applicant consent

I hereby consent to the Westminster Society processing, handling, holding and maintaining my personal data within this application form, as outlined above.

Signature:

Date:

Thank you for completing your application form

Please return your completed form via e-mail to recruitment@wspld.org or by post to: Recruitment, The Westminster Society, 16a Croxley Road, London W9 3HL.

We will contact you as soon as possible to let you know if you have been shortlisted and if you have, when your interview will be.

If you are not shortlisted for an interview but would like some feedback as to why, please contact us.

If you are shortlisted for an interview, we look forward to seeing you and wish you all success.