



Jack Dash House,  
 2 Lawn House Close,  
 London E14 9YQ.  
 020 7001 2170  
 www.real.org.uk

## Application form

Please send us this form **by the date shown online**. You should send it to **jobs@real.org.uk**

The size of the boxes below do not indicate how much we expect you to write. As you type in the boxes they will expand as you need more space. If you are completing a printed copy please use extra sheets as appropriate.

If you need a large print, different format, or prefer to submit your application via video or audio recording, please send an email for attention of Ellen Kennedy, Head of Programmes at **jobs@real.org.uk**

Role you are applying for	
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### 1. Your details

First name	
Last name	
Address	
Home Telephone	
Mobile Telephone	
Email	

Do you have a UK or EU passport?	
If No, please explain your entitlement to work in the UK	
Languages spoken (other than English) - indicate to what standard	
Do you currently hold a DBS check issued within the last 12 months?	

## 2. Details of current (or if not currently employed, most recent) employment

Name of employer and location	
Position	
Main duties	
Salary	
Date started	
Notice required (if still working there)	
Date left (if relevant)	

### 3. Previous employment/roles

If you have an up-to-date CV you have the choice of submitting that instead of completing the details in sections 3 and 4. Please indicate in your application email if you are submitting a CV in addition to this form.

Please give brief details of your previous employment history and work experience, either paid or voluntary.

Dates		Employer and location	Job title and brief description
From	To		

### 4. Education, training and qualifications

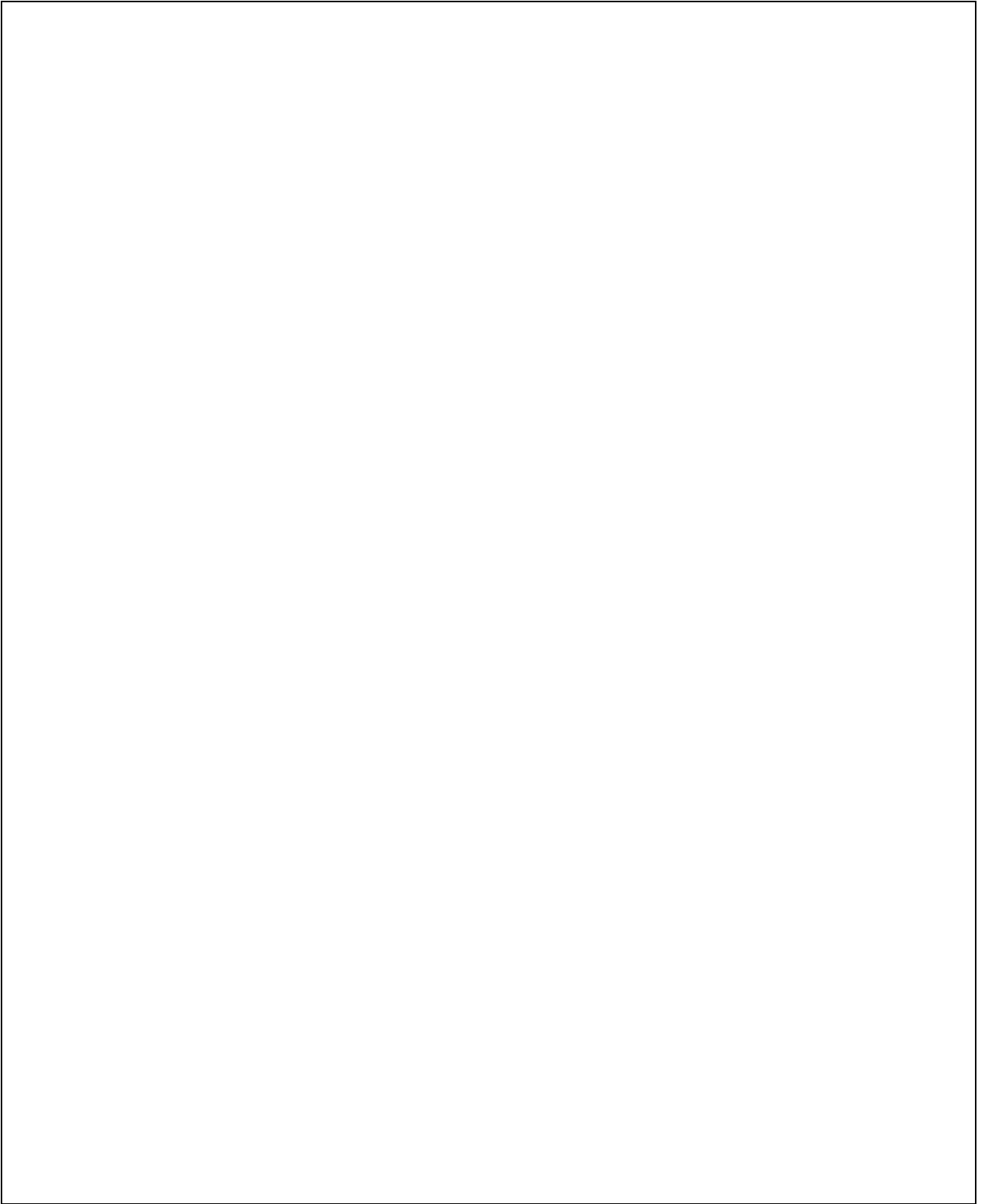
Please give details of your education and training

Dates		Course	Place of education	Qualification obtained
From	To			

## **5. Why you would be good at this role**

5.1 Instructions on how to complete this section: First, read the person specification and job description. Tell us in your own words how you meet the essential criteria on the person specification. You are not expected to meet all criteria of the role. However, it will help us to assess your suitability if you can give examples from your experience as to how you meet the main requirements of the role. We recognise your professional experience alone does not define you. You are welcome to refer to skills, experience and examples outside of any paid work.

If you have an impairment that affects your ability to submit this information in writing please let us know. As a Disabled Persons Organisation we will make reasonable adjustments where necessary. This includes the possibility of submitting information via video or audio recordings. If you require an adjustment please send an email for attention of Ellen Kennedy, Head of Programmes at [jobs@real.org.uk](mailto:jobs@real.org.uk) to discuss. Please do this **before** submitting your application.



5.2 Why are you interested in this position? Why do you think you would be good at this job.

**6. Preferred start date**

If appointed, what date would you be able to start work?

**7. Availability for interviews**

We have a tight schedule for this recruitment process. Please indicate if you are NOT available for interview at any times (between 9am and 5pm) on these dates. We will offer you an interview in a time slot that you will be available based on this information. We can't promise to provide you with an alternative opportunity if you are no longer available.

	Times not available
<b>September Dates</b>	
<b>October Dates</b>	

**8. Access needs**

Do you need support to take part in the interviews (e.g. special equipment, extra time or large print materials)?

## 9. References

Please can you give the names and contact details of **two** referees. **One must be your current or most recent employer.** The second referee should be another employer if possible. If not, please think of someone who can comment on your abilities but would still be impartial.

Ideally they will have known you for more than 12 months.

	Referee 1	Referee 2
Title (Mr/Mrs/Ms, etc):		
Full name:		
Job Title:		
Company:		
Address:		
Post Code:		
Telephone Number:		
E-mail address		
How long have you known this person?		
How do you know them (e.g. manager, friend)?		

## 10. Our advertising

How did you find out about this role?

Website (please say which one)	
Other (please say)	

## 11. Disclosure and barring checks

This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

This means that you must tell us about convictions which for other purposes are 'spent' under the provision of this Act, and so must disclose them below.

A criminal record will not necessarily exclude you from possible employment. Information given will be strictly confidential and will only be taken into account for the purpose of this application.

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending? (Please tick or cross)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please give details

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### Declaration

I confirm that everything I have written in this form is true.

I understand that leaving out relevant information or including false information may mean my appointment is ended without notice.

<b>Signature</b>	<input type="text"/>
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<b>Date</b>	<input type="text"/>
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