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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Community
Legal Service



Help Point

Application Form

Position:

Section 1: Personal Details

Surname:

Forename(s):

Address:

Postcode: Date Moved into Current Address:

Tel no:..... Mobile no:

Email Address:

Declaration of criminal record:

Have you ever been convicted of any criminal offence or been given an official written police caution? (the provisions of the Rehabilitation of Offenders Act 1974 apply - see below).

Yes No

If yes, give brief details below or in a sealed envelope marked for the attention of the Project Director and send with this form.

If you have an existing CRB clearance which is less than 24 months old please record the details below and bring the original certificate with you when you are invited to interview – this may speed up the application process

Clearance Date

Certificate number

Rehabilitation of Offenders Act 1974

Certain convictions become 'spent' after the passage of time, however there are certain classes of employment where a person may be asked to disclose spent convictions. The post you are applying for falls within the Rehabilitation of Offenders Act 1974 (exemptions) 1975 Order - therefore you are required to disclose all previous convictions whether or not spent. Failure to disclose this information may lead to dismissal or disciplinary action. All applicants who are successful will be background checked with the Criminal Records Bureau Information given will be treated in strict confidence and considered only in relation to the post in which the Order applies.

Charity Registration Number: 1117645
Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592
Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

Section 2: Background Information

1. Education:-

Please give details of relevant education/training achievements

2. Present Situation:

If in paid employment, please provide the following details:

1) Job Title:

2) Name and Address of Employer:

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.....

.....

3) Hours of work:

3. Work experience

Please tell us about your work experience to date including any unpaid, voluntary or part-time work, and any periods spent studying, caring for dependents, or unemployed. Include dates. Please start with your most recent work.

Dates	Occupation	Main Activities
1)		
2)		
3)		
4)		
5)		

4. General information

If offered this job, when would you be able to start?

5. Health

How many days' absence from work have you had in the last two years?
(If over 20, please give details below)

If unemployed, how many days absence would have resulted from ill health in the last two years?

Section 3

Please tell us about any experience that you feel may be relevant to the post:

(Please address the essential criteria on the person specification sheet. You may word process this section and section 6 if you prefer or continue on a separate sheet if necessary).

Personal statement. Why I have applied for this job:
(Please continue this on a separate sheet if necessary)

Section 4: References

Please give details of two referees, one of which must be your current employer (if relevant) or a professional (e.g. Teacher, College Tutor, Doctor, Minister): They must not be existing Signposts Team members or Members of your family.

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Relationship</i>
1.			
2.			

The information given in Sections 1, 2, 3 and 4 of this form is a true record:

Signed: Date:

When completed return to:

Pamela Beswick, Chief Executive
Signposts Multi-Agency Resource Centre
58 Regent Road, Morecambe, LA3 1TE

Please mark your envelope "Confidential"