

# Application For Employment

Position applied for & location	
Full name of applicant	

Please bring the completed form to your interview with you.

**Please ensure that all parts are completed in full with the requested information. Incomplete forms may be returned.**

**For more information**

**W** [aem.org.uk](http://aem.org.uk)

**T** 01909 506 678

**E** [enquiries@aem.org.uk](mailto:enquiries@aem.org.uk)

    Autism East Midlands

**Autism East Midlands**

Unit 31 Craggs Industrial Estate

Morven Street, Creswell, Nottinghamshire S80 4AJ

Registered Charity No 517954 Registered Company No (England) 2053860

Personal Details	
Surname	
Forenames	
Current Address	
Day time telephone No.	
Evening Telephone No.	
Email (print in block capitals)	

Covid	Please indicate your current vaccination status below and bring your covid vaccination evidence (GP print out) to interview.

Disabilities
<p>Do you require any special arrangements or accommodations to be made for your interview on account of a disability?</p> <p>If "yes", please give us any information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:</p>

### Personal Statement

Please tell us why you would like to do the role you have applied for, and specifically, why you would like to do that at Autism East Midlands.

We have included the job specification, and you can find out more information about us on our website [www.autismeastmidlands.org.uk](http://www.autismeastmidlands.org.uk)

Education / Training	
Please bring all original certificates for any qualifications declared below.	
Name and address of place of education & dates from/to in mm/yyyy	Qualifications / Grades
Other relevant training, professional qualifications, or work-related skills. Please provide full name and address of establishment and dates of training.	
Current study – please provide details of any study you are currently undertaking including any class attendance, exams etc that may affect future working availability.	
Teacher Registration Number (if applicable) and Membership of any professional bodies – please provide details and bring evidence to interview to be verified.	

Other details			
If you intend to hold an additional job whilst working for Autism East Midlands, please provide details below. (Name and address of employer, job title)			
If you have any restrictions on working in the UK (job type, hours available to work, any sponsorship or visa with an expiry / renewal date), please provide full details below including primary visa type in the case of a dependant / spousal.			
If you are not a UK National, please provide a Share Code and your date of birth.			
If you have spent more than 3 months living / working outside of the UK, you will need to provide an Overseas Police Certificate for <u>each country</u> .			
Already have		Need to apply for	

Transportation				
Do you have a full driving licence?	Yes		No	
If you have any current endorsements / points please provide full details here.				
Do you have use of a car?	Yes		No	

Where did you hear about this role?			
Autism East Midlands website		Total Jobs	
Autism East Midlands Banner		CV Library	
Autism East Midlands Flyer		Other jobs board – please specify	
Recommended by current AEM Employee.		LinkedIn	
Job centre plus		Facebook	
Other – please specify.		Other social media platform – please specify which.	
<b>Criminal Convictions</b>  <p>Due to the nature of the job for which you are applying, applicants are not entitled to withhold information about any spent or unspent convictions. Failure to disclose any convictions may result in disciplinary action or dismissal. Any information given will be kept completely confidential. Furthermore, all applicants that are offered employment will be subject to a Disclosure and Barring Service (DBS) check before the appointment is confirmed.</p> <p><i>Any disclosures made will not mean your application is automatically declined.</i></p> <p>If you have you ever been cautioned by the police or convicted of a criminal offence by a court of law, please provide details below including offences and dates.</p>			
<div></div>			
<b>DBS</b> <ul style="list-style-type: none"> <li>- If you have an Enhanced Child and Adult DBS certificate <u>and</u> are subscribed to the update service, please bring original certificate to interview. Copies are not accepted.</li> <li>- Autism East Midlands will pay for your initial DBS check to be done. If you do not complete your probation period, we will seek to reclaim the fee.</li> <li>- If successful you will be expected to sign up to the DBS Update Service (within the 30-day period of your DBS certificate being issued) at a cost to yourself of £16 a year.</li> </ul>			

**If you are connected to any current AEM employee, please provide details below.**

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**If you are connected to any AEM service user, please provide details below.**

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**Data Protection**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its GDPR policy.

Our Privacy Policy can be viewed at [www.autismeastmidlands.org.uk](http://www.autismeastmidlands.org.uk).

**Declaration**

- I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that my application may be rejected, offer of employment withdrawn, or if I am subsequently employed, I may be dismissed if I have withheld relevant details, or given false or misleading information.
- I understand that any appointment is subject to satisfactory completion of all pre-employment checks, full attendance of the induction, DBS check and 6-month probationary period.
- I understand that a basic search of my online presence will be made during onboarding.
- I understand that in order to complete my onboarding successfully I will have to attend in full, an induction that takes place in Creswell and Nottingham. The duration is approximately 2 weeks and 1 day, 9.00am until 4.30pm (days and times may vary slightly depending on post applied for).
- I declare that I have read and understood the application form in full.

**Applicant's  
Signature**

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**Date**

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**NOW PLEASE COMPLETE THE EMPLOYMENT HISTORY AND REFERENCE SECTION.**

Extra employment history pages may be printed used if required.

## **EMPLOYMENT HISTORY AND REFERENCES – PLEASE READ CAREFULLY**

If you require any support, please contact us. Failure to provide the requested information in full may result in your application being delayed or rejected.

**As a Health and Social Care / SEND Education provider, we are required to follow a strict procedure under Safer Recruiting.**

- Starting with most recent, please provide full details (including name and postal address) of every post of employment you have had since leaving education, regardless of location or length of time passed. Print additional employment history pages if required.
- **PLEASE INCLUDE ALL VOLUNTEER & WORK EXPERIENCE PLACEMENTS.**
- Please ensure you provide the professional email address for HR / Payroll / Hiring Manager/ Business owner. This is the only way we are able to request references.
- We will be required to contact your current or most recent employer for a reference, plus a second employment reference.
- In addition, we will be required to contact EVERY employer where you have worked in the Health and Social Care sector, the Education sector (SEND or Mainstream) or any post that may have involved working with the young or vulnerable. This is regardless of location or time passed.
- If any of your previous employers are no longer running, please tick the box to indicate this. You will still need to provide their name and address.
- If this is going to be your first or second post of employment, please provide references from your places of study or training.
- In the event that you have no previous employment or academic/ training references, we can then consider character references. These have to meet the following criteria:
  - *A character reference must be from someone who has a professional email address.*
  - *They must have known you for a reasonable amount of time (2 years minimum).*
  - *They cannot have any family connection to you.*
- Please ensure you complete the consent form. You will need to print this off and provide a wet signature. (handwritten).
- Finally. please complete the gap sheet and provide a short explanation for each one individually.

**Consent to release employment reference (to be completed by hand)**

I give permission for an employment reference to be provided to Autism East Midlands in respect of my current application with them.

The information given should be used for verification purposes only.

Full name

Date of birth

National Insurance Number

Signed

Date

### Employment History

Please provide us with the information about your current / most recent job below, then use the additional sheets to complete your work history in order of most recent first through to oldest.

<b>Job Title</b>			
<b>Employer (current / most recent) – Name/company, full postal address, telephone No.</b>			
<b>If the organisation is no longer running please tick and provide details.</b>			
<b>Email Address for HR or Manager. (A reference will be requested)</b>			
<b>Date started. (mm/yyyy)</b>		<b>Date ended. (mm/yyyy)</b>	
<b>Main duties and responsibilities:</b>			
<b>Notice period</b>			
<b>Holidays – We are only able to honour pre-booked holidays as declared in this application form. Evidence of booking dates may be required. Please provide details below.</b>			

**Employment History before current/ most recent.** – Please print out additional sheets if required.

Job Title

Start date – month & year

Leave date – month & year

Name of Employer/Business

Address of Employer/Business

If employer is no longer in existence, please tick box.

Employer Telephone No.

HR / Reference/Director email address

Job Title

Start date – month & year

Leave date – month & year

Name of Employer/Business

Address of Employer/Business

If employer is no longer in existence, please tick box.

Employer Telephone No.

HR / Reference/Director email address

Academic References	
Name of course attended. Position held by you	
Start date – month & year.	
Leave date – month & year.	
Name of Academic establishment.	
Full address of academic establishment.	
Employer Telephone No.	
HR / Reference/Director email address	
Character Reference Information	
Full name & address	Full name & address
Period of time known	Period of time known
Nature of relationship	Nature of relationship
Professional Email address	Professional email address
Website (if applicable)	Website (if applicable)
Telephone No.	Telephone No.

### Employment Gaps

Please provide a simple explanation for ALL gaps in employment longer than 1 working day.

Please provide an individual explanation for each gap with dates given in mm/yyyy format.

### You will also need to bring your ID with you to interview. We will require:-

- Valid passport (if you have one)
- Valid UK driving licence, provisional or full (if you have one)
- Birth certificate (original or copy)
- Recent bank statement issued in the last 3 months.
- Utility bill (gas, electric or water) issued in the last 3 months.
- Document to evidence National Insurance Number (P45/P60)

#### **If you are a foreign national:-**





In addition to the above, please bring in your Overseas Police Certificate, BRP Card / Government Documentation and ensure the Share Code you have provided hasn't expired.

#### For more information

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