**APPLICATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of role applied for: | |  | | | | |
| Where did you hear about this role? | |  | | | | |
| Have you applied for a role at Blue Smile before? If ‘Yes’, please give details. | |  | | | | |
| 1 PERSONAL DETAILS | | | | | | |
| Surname: |  | | | Former surname: | |  |
| First name(s): |  | | | | | |
| Address: | | | Tel (home): | |  | |
|  | | | Tel (mobile): | |  | |
| Email: | |  | |
| Preferred contact method: | | |  | |  | |

**2 EDUCATIONAL AND PROFESSIONAL INFORMATION** (Original documents will be required).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University or other institution **(include current course and year of study)** | Dates | | Course and qualifications | Result |
| Start | End |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| Other relevant education or professional courses, with dates: |
|  |
| Membership of professional bodies (Including type of membership and registration number where appropriate): |
|  |
| **For Trainee Therapist Clinical Placements**: details of placement required, number of hours and clients and any other preferences. |
|  |
| **Please tell us the days and hours that you are available for work or placement:** |
|  |
| **Are there any dates you are unavailable for interview?** |
|  |

**3 PRESENT POST**

Please provide details of current employment/volunteering

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| --- | --- | --- | --- | --- | --- | --- |
| Title of post: |  | | | | | |
| Name of employer: |  | | | | | |
| Address: | | | Employer’s business: | | |  |
|  | | | Start date: | | |  |
| Please outline your responsibilities, particularly those relevant to the role applied for. | | | | | | |
|  | | | | | | |
| Reason for leaving or wishing to leave: | |  | | | | |
| Period of notice required to terminate your present employment: | |  | | | | |
| **4 PREVIOUS EMPLOYMENT**  Please give details of relevant employment/volunteering (use a continuation sheet if necessary). | | | | | | |
| Name of employer: |  | | | Position held: |  | |
| Address: |  | | | | | |
| Start date: |  | | | End date: |  | |
| Reason for leaving: |  | | |  |  | |
| Description of duties: | | | | | | |
|  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | Position held: |  |
| Address: |  | | |
| Start date: |  | End date: |  |
| Reason for leaving: |  |  |  |
| Description of duties: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | Position held: |  |
| Address: |  | | |
| Start date: |  | End date: |  |
| Reason for leaving: |  |  |  |
| Description of duties: | | | |
|  | | | |

**5 RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE**

This information is used in the shortlisting of candidates for interview. Using the role description and person specification, please give details of how your skills and experience meet the requirements of this role.

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**6 YOUR REASONS FOR APPLYING FOR A ROLE WITH BLUE SMILE**

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|  |

**7 YOUR INTERESTS**

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| --- |
|  |

**8 DRIVING**

|  |  |  |
| --- | --- | --- |
| Do you hold a current driving licence? | Yes | No |
| Do you have access to a car? | Yes | No |

**9 DISABILITIES**

|  |  |  |
| --- | --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes | No |
| If ‘Yes’, please give brief details of the arrangements and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: | | |
|  | | |

**10 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

|  |  |  |
| --- | --- | --- |
| Some roles with Blue Smile involve regular contact with children, for these roles you will be required to undergo an Enhanced DBS check with a children’s barred list check. If the disclosure reveals something that does not meet the requirements of the role, any offer of employment or placement will be withdrawn. For other roles at Blue Smile we will ask you to complete a basic DBS check. | | |
| Do you have an Enhanced DBS registered with the Update service? (Original documents will be required) | Yes | No |
| Have you lived or worked outside the UK for more than a 3 month period in the last 5 years? | Yes | No |

**11 References**

Please provide details of two referees one should be from your current employer/volunteer manager and your course tutor/leader if you are a student.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full name: | |  | | | Full name: | |  | | |
| Job title: | |  | | | Job title: | |  | | |
| Organisation: | |  | | | Organisation: | |  | | |
| Relationship to applicant: | |  | | | Relationship to applicant: | |  | | |
| Address: | |  | | | Address: | |  | | |
|  | | | | |  | | | | |
| Tel no: |  | | | | Tel no: |  | | | |
| Email: |  | | | | Email: |  | | | |
| May we obtain this reference prior to interview? | | | Yes | No | May we obtain this reference prior to interview? | | | Yes | No |

**12 Declaration**

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? (Original right to work documentation will be required). | Yes | No |
| Do you need a work permit to be employed in the UK? (Original documentation will be required). | Yes | No |
| If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) |  | |

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| --- | --- | --- | --- |
| * I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form, this will be sufficient grounds for terminating my employment or placement. * I authorise Blue Smile to make any appropriate checks necessary in relation to the role I am applying for. * I agree that personal data obtained by Blue Smile relating to this application and the data provided on this form may be held and processed by Blue Smile on computer or in manual records. Blue Smile may use it for any purpose relating to this application. I give permission for the storage and processing of personal information by Blue Smile in line with Blue’s Smile’s Data Protection Policy and Procedures. | | | |
| Signature: (may be typed) |  | | |
| Name: |  | Date: |  |

Please send your completed application form to:vicki.osborne@bluesmile.org.uk.

Or you may return your form to: Vicki Osborne, Operations Manager, Blue Smile, 47-51 Norfolk Street, Cambridge CB1 2LD.