

**Advent Advocacy Application Form**

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| **PERSONAL DETAILS** |
| Job post and location: |
| Name: | Ms Mrs Mr Miss Other (please highlight title) |
| Address: | Postcode: |
| Contact number: | Email address: |
| Do you have a full UK driving licence:  | Do you have access to a vehicle:  |
| **EDUCATION AND QUALIFICATIONS**Please provide us with details of your education and qualifications starting with most recent, you may be required to provide proof of qualifications |
| Name of School, College, or University | Dates attended  | Qualifications |
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| **TRAINING COURSES**Please provide any training courses you have attended which you feel are relevant to this job post, you may be required to provide proof of training courses |
| Name of training course  | Dates attended | Certificate/Qualification |
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| **EMPLOYMENT**Please provide your employment history starting with your most recent employer, in this section you can also include voluntary work, work experience or any other unpaid work you have undertaken |
| Employer details | Dates | Reason for leaving | Job role and responsibilities |
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| Please add additional information if required i.e., Notice period for your current employer or any pre-booked annual leave: |
| **APPLICATION CRITERIA**Please tell us how you meet the criteria for this job role, as set out in the job description. In this section you can provide information from paid employment, personal experience, or unpaid employment that you feel is relevant to this job role. Please write as much as you require up to 1,000 words |
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| **RIGHT TO WORK**Before employment can start you must be able to provide evidence that you have the Right to Work in the UK |
| Do you have any restrictions on your right to work or remain in the UK? | Yes or No (please highlight) |
| If yes, please provide details below: |
| **HOW DID YOU HEAR ABOUT THIS JOB VACANCY?**(Please highlight) |
| Indeed  | Company website  | Gov.UK | Friends and family  |
| Other, please specify: |
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| **Criminal convictions**As part of its equal opportunities policy, Advent Advocacy wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) on a separate sheet of paper.Some posts within Advent Advocacy are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details of your conviction(s) on a separate sheet of paper. |
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| **Reasonable adjustments**If you require any reasonable adjustments to the recruitment process, including the application process and interview, please provide details below: |
| Date of application: | Print name: |

Please return your completed application form to jobs@adventadvocacy.co.uk

Please note: Due to the high volume of applications, if you have not been contacted by the application deadline unfortunately you have been unsuccessful. This position may close early if sufficient applications are received.