**Application for Employment**

**Requirements**

**Please complete this application form in full** and to the best of your ability, using black ink/font and return it to the location or e-mail as specified in the advertisement**.** If you use continuation sheets please write your name and the job title on each page. If you would like some help in completing this form please contact us at [hr@inhope.uk](mailto:hr@inhope.uk) or via 0117 3301230 (general enquiries).

**InHope is an equal opportunities employer.**

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| **Position Applied For:** |  |

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| **Forename/s:** | | **Title:** |
| **Surname:** | | **Pronoun:** |
| **Address & Postcode:** | **Tel: (home)** | |
| **Tel: (mobile)** | |
|  | |
| **E-mail:** | | |

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| **Are you legally entitled to work in the UK?** | YES / NO |

You will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996.

**Current or most recent post (employed, self-employed, volunteer etc.)**

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| **Role title:** | | | **Reason for leaving / wanting to leave?** |
| **Employer/Organisation:** | | |
| **Address:** | | |
| **Postcode:** | | |
| **Summary of responsibilities and achievements:** | | | |
| **Dates from:** | **Date to:** | **Notice period:** | |

**Employment / Volunteering History**

Please list your employment and/or relevant voluntary work in the last ten years, or older employments/volunteering if relevant to the role applied for (starting with the most recent). Please include the country you were based in if different from the organisation’s address. (Please add rows to the table if needed.)

| **Organisation** | **Role title** | **Date from** | **Date to** | **Reason for leaving** |
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**Please give details of your education, qualifications and training relevant to this application.**

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| **Qualification / Course** | **Date from** | **Date to** | **Place of training** | **Grade/result** |
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**Professional Statement**

Please use the box below to tell us how you meet the requirements of the role as given in the Job Description. Please give examples of how your knowledge, experience and skills demonstrate your suitability for this role. **Please provide as much evidence as you can** to illustrate how you meet the criteria.

(Please do not exceed 750 words)

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**Personal Statement**

inHope are a faith based charity which works with people of all faiths and none. Please use the box below to tell us what your thoughts are about working for a Christian charity.

(Please do not exceed 500 words)

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**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

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| **Signed:** | **Date:** |

(Please type your name if the form is submitted in electronic format.)

If you are appointed, this document will form the basis of your personnel record.

*Cont.*

***Please return the fully form to the following, marking the envelope ‘private and confidential’:***

HR

inHope

32 Stapleton Road

Easton

Bristol

BS5 0QY

**Or email it in PDF format to:** [**HR@inhope.uk**](mailto:HR@inhope.uk)

**Privacy Notice for Job Applicants**

Collection and use of your personal information (data): we use the information that you provide within this form and any supporting documents to enable us to assess, recruit and appoint our staff. For the successful applicant, this form and any supporting information collected during the recruitment process forms part of the HR file held for each staff member. If you are not willing to provide the information requested in this form we will not be able to process your application.

InHope will treat the information contained within this form, and any supporting information, in confidence. InHope will not disclose information in this form, or any supporting documents, to any third party without your prior consent.

Data use and retention is governed by our Data Protection Policy, ref CCM P046, which is available on request.