



Churchill Court
3 Manor Royal
Crawley
RH10 9LU
Email: info@streetlight.uk.com

JOB APPLICATION

Please complete this form in capitals and return it on or before the closing date specified in the advertisement. You can submit the application via email or post. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM AND IN YOUR COVERING LETTER WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and desired requirements. All information given will be treated with the strictest confidence.

Job application form

Position/Contract Applied for:

Please tell us how you heard about this vacancy:

Closing Date:

1. Personal details

Last name:

First name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Driving Licence

Yes No

Do you hold a full, clean driving licence valid in the UK?

2. Education/Qualifications/Training

School (11+)	Study dates	Qualification and Grade	Date obtained
College/University	Study dates	Qualification and Grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

3. Employment history

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on
leaving this post:

Contact name of line manager for
reference:

Brief description of duties:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on leaving this post:

	Contact name of line manager for reference	
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Brief description of duties:

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Previous employer

Name of employer:

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Address:

Postcode:

Position held:

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Date started:

	Leaving date:	
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Reason for leaving

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Salary on leaving this post:

	Contact name of line manager for reference	
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Brief description of duties:

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4. Why does this job role interest you? (Word limit 300 words)

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5. Why do you want to work for Streetlight UK? (Word limit: 300 words)

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6. Information in support of your application (Word limit 500 words)

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the **contract description** and **person specification** (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

7. Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at Streetlight UK. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and references).

8. Reasonable adjustments/Arrangements for interview

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

9. Asylum & Immigration Act 1996

All applicants called for final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government’s immigration policy can be found on www.homeoffice.gov.uk Immigration and Nationality page.

Do you need a permit to work in this country? **Yes** **No**

If you need a permit, are there any limitations/conditions on the work permit? (e.g. a visa with a limited duration)

Yes **No**

If yes, please give details:

If appointed when could you start? Give period of notice if applicable

References

Name of referee and

relationship to you:			
Address:			
			Postcode:
	Email:	Tel:	
Name of referee and relationship to you:			
Address:			
			Postcode:
	Email:	Tel:	

Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I declare that the information given on this form is correct and complete to the best of my knowledge. I understand that if it is discovered that information has been fraudulently or misleadingly supplied, Streetlight UK reserves the right to terminate any contract of work without notice at any stage.

Because of the sensitive nature of the duties the post-holder will be expected to undertake, I understand that I must declare details of any criminal convictions (spent and unspent), cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post. I understand that in the event of a successful application for this post, an Enhanced Disclosure DBS check may be sought and, if so, that a final offer of contract will be dependent upon a satisfactory result.

I understand that the final offer of contract is also subject to the receipt of satisfactory medical clearance and two satisfactory references.

I understand that by completing and returning this form I am consenting to Streetlight UK storing and processing my personal information, including any information gained through references and DBS checks, subject to the General Data Protection Regulations.

Signed:

Date:

(Please note that any information supplied in this form may be stored for reference purposes by **Streetlight UK** for up to 24 months after the recruitment process has been completed. If you are appointed, this form and any supplementary papers you provide will form a part of your personnel file throughout your contract with **Streetlight UK** and be archived for 7 years after the end of your contract).

Thank you for completing this form.

Please return this application form (saved with your name as part of the documents name) along with your equal opportunities monitoring to info@streetlight.uk.com

Guidance sheet

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please type or write clearly in black ink.
- Ensure you clearly state the job title and contract you are applying for.
- In the 'Employment history' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Supporting Statement

Section 6: The 'Why you feel you are suitable for this position' part of the form is called your ***supporting statement***. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of $\frac{3}{4}$ of a side of A4 and a maximum of 2 sides.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.

Finally we look forward to receiving your application and thank you for your interest in Streetlight UK.