# PRIVATE AND CONFIDENTIAL

# Think Ahead: Application Form

##### Practice Specialist (experienced social worker)

**Please note:** We do not accept CVs. This is to protect anonymity in the shortlisting stage of the application process. Section 1 (Personal Details) will be removed by our HR Administrator before being sent to the recruiting panel. Section 1 will only be used after the shortlisting stage to contact you if you have been shortlisted for an interview.

Please complete each section of this application form and return it to us at [HR@thinkahead.org](mailto:HR@thinkahead.org) along with any other relevant forms as stated in the information pack for this role. Please feel free to use as much additional space as necessary.

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| **Section 1: PERSONAL DETAILS**  **(please note all of Section 1 will be removed from the application prior to shortlisting)** | | | | | |
| **Title (Mr, Ms etc):** | |  | | | |
| **First Name(s):** | |  | | | |
| **Surname:** | |  | | | |
| **Contact Number:** | |  | | | |
| **Email:** | |  | | | |
| **Address:** | |  | | | |
| *\*\*Please indicate any telephone or email addresses you do not wish to be discreetly contacted on\*\** | | | | | |
| **ADDITIONAL DETAILS** | | | | | |
| Think Ahead is committed to equality of opportunity and as such will make all reasonable provision for applicants with disability and for applicants with children or dependants.  Please state if there are arrangements you would like us to make if you are called for interview (if you would rather discuss this in person, then this can be done while arranging interviews) | | | | | |
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| **Can you provide evidence of eligibility to work within the UK under the requirements of Section 8 of the Asylum & Immigration Act 1996** (such as P45, P60, National Insurance Card, Passport)?  Yes  No  If you have a working/student visa, please state what type and how long it is valid for: | | | | | |
| **Do you have an unspent criminal conviction?** Yes  No  **(If yes, please give brief details)**  *Please note: If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974, you will be required to complete a separate form.* | | | | | |
| **REFEREES**  Please supply details of two referees. These should not include relatives, partners or friends. If you are in current employment, one reference must be from your current employer. We will notify you if we intend to take up references prior to interview. All appointments are subject to the receipt of satisfactory references. | | | | | |
| **Name**: |  | | | **Name**: |  |
| **Job Title:** |  | | | **Job Title:** |  |
| **Organisation:** |  | | | **Organisation:** |  |
| **Address:** |  | | | **Address:** |  |
| **Email:** |  | | | **Email:** |  |
| **Telephone:** |  | | | **Telephone:** |  |
| **Relationship:** (e.g. line manager) |  | | | **Relationship:** (e.g. line manager) |  |
| **May we contact this referee if you are shortlisted?**  Yes  No | | | | **May we contact this referee if you are shortlisted?**  Yes  No | |
| **Where did you see this position advertised?**  Guardian Jobs  Charity Job  LinkedIn  Other (Please Specify: ………………..) | | | | | |
| **DECLARATION** | | | | | |
| Any data relating to you will be treated in the strictest confidence. It will be held and processed in accordance with the Data Protection Act 2018. Individuals have, on written request, the right of access to personal data held about them. Information about how your data is used and the basis for processing your data is provided in Think Ahead’s job applicant privacy notice.  I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that false, incomplete or misleading statements may lead to any offer of employment being withdrawn, action under Think Ahead’s Disciplinary Policy or my employment being terminated without notice. | | | | | |
| SIGNATURE (PRINT NAME) | | | DATE | | |

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| **Section 2: APPLICATION**  **(only this part of the application form will be seen by the recruiting panel while shortlisting)** |
| **EDUCATION HISTORY**  Please provide details of your education history. It is not necessary to list every GCSE/A level, e.g. 5 As is sufficient, although you may wish to highlight any that are particularly relevant. |
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| **RELEVANT TRAINING OR QUALIFICATIONS**  Please give details of any additional qualifications, membership of professional bodies, and training you have undertaken or are currently undertaking that may be relevant to this application. |
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| **CURRENT EMPLOYMENT** | | | | |
| **Current employer’s name and address:**  (If you are not currently in paid employment please use this space to tell us what you are currently doing) | | | | |
| **Date started:** |  | **Current notice period:** |  | |
| **Post held:** |  | **Salary:** |  | |
| **Please give a description of your current duties and responsibilities:** | | | | |
| **WORK EXPERIENCE HISTORY**  This section should include all other relevant employment and experience whether paid or unpaid.  Please provide details of each employer, your role and responsibilities and the dates in which you worked at each organisation. | | | | |
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| **SUPPORTING STATEMENT**  Please read the job description carefully and address **each** of the **education,** **skills and competencies** points in the person specification, stating why your knowledge, skills and experience match what we are looking for. Please also use this space to refer to the **qualities and values** listed in the person specification, with **examples** of how you have previously demonstrated them. | | | |
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**Please return completed applications via email to:** [HR@thinkahead.org](mailto:HR@thinkahead.org)

**Unfortunately, at this time, we are unable to accept postal applications. If you are unable to send a digital application, please contact our general enquiries line on 07900 048107 and we will do our best to find an alternative solution for you.**

**Applications must be received by:** 9am on Wednesday 09 December 2020.

*Applications received after the deadline will not be considered.*