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# PRIVATE AND CONFIDENTIAL

# Think Ahead: Application Form

**Recruitment Associate**

DO NOT SEND CVs. Please complete each section of this application form. You can fill in this form, recreate it or print off a blank copy and write in black ink. **To edit sections that do not have form fields, go to Tools/Unprotect Document.** Please feel free to use as much additional space as necessary. If you are completing the form by hand and need to attach additional sheets, please make sure they are clearly marked showing your full name and the question number to which they relate.

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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)** | | | | | |
| **Surname** | | | **First name(s)** | | |
| Contact address | | | | | |
| Telephone (home) | Mobile | | | | Telephone (work) |
| Email | | | \*\*Please indicate any telephone or email addresses you do not wish to be discreetly contacted on\*\* | | |
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| **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) | | | | | |
| **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**:  **Job Title:**  **Organisation:**  **Address:**  **Tel:**  **Email:**  **Relationship (e.g. line manager/university tutor):**    **May we contact this referee if you are shortlisted?**  Yes  No | | | | **Name**:  **Job Title:**  **Organisation:**  **Address:**  **Tel:**  **Email:**  **Relationship (e.g. line manager/university tutor):**    **May we contact this referee if you are shortlisted?**  Yes  No | |
| **Where did you see this position advertised?** | | | | | |
| **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 | | DATE | | | |

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| **Section 2: APPLICATION**  **(only this part of the application form will be seen by the recruiting panel)** | | | |
| **EDUCATION AND QUALIFICATIONS**  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. | | | |
| **Secondary School attended** | **From** | **To** | **Qualifications and level attained** |
|  |  |  |  |
| **Higher Education Colleges attended** | **From** | **To** | **Qualifications and level attained** |
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| **ANY OTHER RELEVANT TRAINING**  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/MOST RECENT EMPLOYMENT** | | | |
| **Current/most recent employer’s name and address:**  (If you are not currently in paid employment please use this space to tell us what you are doing) | | | |
| **Date started:** | | **Date ended (if applicable):** | |
| **Post held:** | | **Salary:** | |
| **Please give a description of your current duties and responsibilities:** | | | |
| **PREVIOUS PAID/UNPAID EMPLOYMENT**  **This section should include all employment and experience whether paid or unpaid. Please start with the most recent job and account for all gaps in employment history since leaving full-time education. Insert extra rows if needed. (Please continue on a separate sheet if necessary.)** | | | |
| **Employer’s name and address** | **Job title and brief description of duties and responsibilities** | | **Dates of employment** |
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| **PERSON SPECIFICATION: PART A**  Please read the attached job description carefully and address **each** of the **essential** points in the person specification, stating why your knowledge, skills and experience match what we are looking for.  **The information provided in this section will determine whether or not you are invited for an interview.**  **PLEASE KEEP YOUR PERSONAL STATEMENT TO A MAXIMUM OF 2 SIDES OF A4.** |
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| **PERSON SPECIFICATION: PART B**  The following section refers to the skills described as desirable, but not essential in the person specification.  **If a number of candidates can demonstrate they have the essential skills above, then the following desirable skills will be taken into consideration to help shortlist.** |
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**Please return completed applications to:** [applications@thinkahead.org](mailto:applications@thinkahead.org)

**To complete your application, please ensure that you have filled out our** [equal opportunities monitoring form](https://docs.google.com/forms/d/1Xklpi73urIT0SoBaZqqcV0HQyOWR_AEhuo23JJbWgpo/viewform)

**Alternatively post to:** Human Resources, Think Ahead, 344-354 Gray’s Inn Road,

London, WC1X 8BP

**Applications must be received by:** 9am on Thursday 21 November 2019.

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