# Job Application Form



Private & confidential

Applicants Name:

Position applied for: **Freedom Housing Support Worker (FH012)**

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|  | Right to work in the United Kingdom |  |  |  |
| All employees are obliged to provide original documentary evidence of their right to work in the UK, prior to commencing employment. | | | |  |
|  | If you do not originate from the European Community, do you have the right to work in the UK? *(Please tick one )* | Yes ( ) No ( ) | N/A ( ) |  |
|  | Do you have a current work permit? *(Please tick one )* | Yes ( ) | No ( ) |  |
|  | Are there any restrictions on your right to work in the UK? *(Please tick one )* | Yes ( ) | No ( ) |  |
|  | If Yes, please give details: |  |  |  |

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| Equality & Diversity |
| Freedom Community Alliance is committed to promoting equal opportunities for all and operates an equality and diversity policy which extends to staff, volunteers and service users. As an employer, we will recruit staff on the basis of individual merit and suitability for the work involved. In accordance with the Equality Act 2010 we shall ensure equality of opportunity irrespective of age, disability, gender reassignment, marital status (including marriage or civil partnership), pregnancy or maternity, race, religion or belief, gender or sexual orientation.  As a Christian charity all applicants will need to demonstrate an open and accepting attitude towards the Christian ethos of the charity. The charity was founded on Christian principles and there may be occasion where we require a specific job to be undertaken by a practising Christian and in such a situation the job would be advertised as having a genuine occupational requirement. This is not the case with the role of Receptionist. |

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| General Data Protection Regulation & Data Protection Bill |
| Freedom Community Alliance is registered as a data controller with the Information Commissioners Office because we keep personal information about our supporters, staff, volunteers and service users. The information you give to us on this form will be used to process your application and, if you are successful, will be kept on record as part of your staff file. Unsuccessful applicants’ forms will be kept for a maximum of four months to cover the probationary period of the job role and will then be destroyed securely. Any personal information you give to us will always be processed in accordance with the General Data Protection Regulations. We keep all your personal information safe and secure and we will never sell your personal information to third parties. |

**Please either email this from to** [**roger@freedomcommunityalliance.org.uk**](mailto:roger@freedomcommunityalliance.org.uk%20) **or post it marked ‘Private & Confidential’ to:** Operations Manager, The Freedom Centre, 1 Howard Avenue, Barnstaple, EX32 8QA

Closing date for applications is: **0900hrs Wednesday 30th June 2021**

Freedom Community Alliance, The Freedom Centre, 1 Howard Avenue, Barnstaple, Devon, EX32 8QA 01271 321171 – [info@freedomcommunityalliance.org.uk](mailto:info@freedomcommunityalliance.org.uk ) – [www.freedomcommunityalliance.org.uk](http://www.freedomcommunityalliance.org.uk/)

Freedom Social Projects is a trading style of Freedom Community Alliance - Reg. company number 06628989 - Reg. charity number 1125960

*Demonstrating the heart and love of God in our community*

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|  |  |  |  |  |  |
|  |  | Your Details |  |  |  |
|  |  | Surname: | Forenames: |  |  |
|  |  | Home contact number: | Mobile: |  |  |
|  |  | Email Address: |  |  |  |
|  |  | Home Address: |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Postcode: |  |  |

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| Do you hold a current driving licence? *Please tick one* | Yes ( ) | No ( ) |
| Do you own or have use of a car? *Please tick one* | Yes ( ) | No ( ) |
| Do you have any unspent convictions? *Please tick one (Please note an enhanced DBS is required for some roles)* | Yes ( ) | No ( ) |
| If yes, please give details: |  |  |

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| Your Previous Employment *(please start with the most recent and work back. Include any volunteering activities you have undertaken)* | | | | |  |
|  | Name, address & tel. no. of Employer: | From: | To: | Job Title & responsibilities: | Salary & reason for leaving: | |
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| Your Training & Education *(please start with the most recent and work back. Continue on another sheet if necessary)* | | |
| Dates from & to | University, college, school or other place of education | Course studied and qualification achieved |
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|  | Please tell us a little more about yourself: *(Please use the additional information sheet if necessary)* |  |
|  | Why do you think you are suitable for this role? |  |
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|  | What have you learned from your previous jobs or work experience? |  |
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|  | Please give details of other skills you think are relevant to the role |  |
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|  |  |  |
|  | Hobbies and interests |  |

Please give details of your available start date:

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|  | | |  |
| Your references *(please give details of two of your most recent employers or two people who have known you well for at least two years)* | | |  |
|  | Name: | Name: |  |
|  | Address: | Address: |  |
|  |  |  |  |
|  |  |  |  |
|  | Telephone: | Telephone: |  |

Extra Information *(please use this space for any overflow information or if there is something you feel is relevant but not covered so far)*

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| Declaration |  |
| I confirm that the information given by me is correct to the best of my knowledge. I understand that Freedom Community Alliance reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way. Any job offer is conditional upon the receipt of satisfactory references, and if appropriate to the role, criminal records checks from the Disclosure and Barring Service (DBS). | |
| Signature: | Date: |