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| Description: C:\Users\Joyce.Davies\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\QLVA7XNW\AI logo no UK (4).jpg **Application Form**  To comply with the Data Protection Act 1998, the information you provide will be kept for the purposes of monitoring and will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months and then be destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record. |
| **Please read carefully all instructions before completing this form.** Please use BLOCK CAPITALS, black ballpoint pen or typescript since it will be necessary to photocopy your application. |

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| Application for the post of: | Cycle Mechanic | | |
| Location: | Bootle & Ainsdale | | |
| Job reference no (if known) | ENG152 | Closing date: | 06/01/2017 |
| Please state where you first saw this post advertised: | Indeed.com | | |

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| Title | Forename(s) | Surname |
| Mr | Matthew John | Dempsey |
| Address | 9, Laurel Grove  Huyton  Liverpool  Merseyside  L36 5UD Post Code | |
| Home Telephone Number | | National Insurance Number |
| 07827 289 758 | | NY 27 37 50 B |
| Email Address | | Mobile Telephone Number |
| matthewjohndempsey@virginmedia.com | | 07827 289 758 |

### Education, qualification and training

Please include qualifications obtained and any relevant training courses attended

|  |  |
| --- | --- |
| Subjects studied and/or training completed | Grades and or qualifications gained. |
| Computer Programming  A Levels  General Studies  Maths  Physics  Chemistry  GCSEs | NVQ3  A  C  C  D  7 B’s, 3 C’s |

**Employment History**

(Current or most recent employer)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Give details of your present or most recent employer, your reason for leaving and the amount of notice you required, if you are a school leaver, please include details of any work experience. | | | | |
| Name and address of Employer | From Month Year | To Month Year | Notice required | Reason for leaving and salary on leaving |
| Dempsey Engineering  Unit 12C  Weaver Ind Est  Blackburne St  L19 8JA | May 95 | Dec 16 | None | End of the partnership due to  retirement.  Salary: Varies, £14,000 pa |
| Job Title | | | | |
| Partner in light steel fabrication firm | | | | |
| Description of duties and responsibilities | | | | |
| Responsible for all paperwork and all aspects of light steel engineering work, from installation and maintenance of machinery to fabrication gates, window guards, general  steelwork | | | | |

Are you currently under investigation with any of your employers? If yes, please give details

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|  |
| YES  NO |
|  |

Have you been dismissed or asked to resign by a previous employer? If yes, please give details

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|  |
| YES  NO |
|  |

**Have you lived or worked outside of the UK for 6 months or more within the last 5 years YES**   **NO**

|  |  |  |  |  |
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| **Previous employment**  List all other employers, **account for any gaps in employment**. Continue on a separate sheet if required | | | | |
| Employers Name  Balfour Beatty  (A5300 Knowsley  Expressway) | Position Held  Data Clerk | From Month Year  Aug 92 | To Month Year  May 92 | Reason For Leaving  My contract finished at the  completion of the project |

**Knowledge, Skills & Abilities**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **This is a vital part of the application, please ensure you complete all sections and only submit a CV as supporting documentation not as answers to these questions.**  **Please read the Person Specification advert job advert before completing each section.**  You should show how you meet each requirement of the Person Specification by providing details of your knowledge, skills and abilities gained in employment, voluntary work or elsewhere, **Please use an additional sheet if necessary.** | | | | | | | | | | |
| **I** | | | | | | | | | | |
| **Criminal Records/Convictions**  **Candidates need to be aware that it is the policy of the organisation to obtain a Disclosure and Barring Service Enhanced Disclosure on each employee before they commence their employment with the organisation. (This requirement is applicable only to candidates we would wish to appoint.)**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website*.*  Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). | | | | | | | | | | |
| (Please tick) YES  NO | | | | | | | | | | |
|  | | | | | | | | | | |
| **Further Information**  Please provide any further information that you believe relevant to your application | | | | | | | | | | |
| **Ability to drive** | | | | | | | | | | |
| Do you hold a current driving licence? | | | | | | YES | | NO | | |
| Are you a car owner? | | | | | | YES | | NO | | |
| Have you any valid endorsements? | | | | | | YES | | NO | | |
| Disability%2520tick%2520symbol**Equality & Diversity**  We are an equal opportunities and a two ticks employer. Please contact HR if you would like further information.  Or see <https://www.gov.uk/recruitment-disabled-people/encouraging-applications> | | | | | | | | | | |
| **References**  **Please give details of a minimum of two referees, who are able to comment on your work ability. One referee should be your current or most recent employer. We cannot accept references from family members, friends or neighbours. If providing an alternative reference please ensure that the person nominated is somebody of professional background/standing within the community i.e. teacher, doctor, councillor, accountant, police etc.**  **Referees will only be contacted if you are successful at interview and prior to commencing employment with Autism Initiatives.**  **Employment is offered subject to successful completion of pre-employment checks including receipt of a minimum of two satisfactory references.** | | | | | | | | | | |
| **1. Current/most recent employer** | | |  | | **2. Second Referee (Previous Employer)** | | | |  | |
| **Title**  **Name** | |  | | | | **Title**  **Name** |  | | | |
| **Address**  **Work e mail address:** | |  | | | | **Address**  **e-mail address** |  | | | |
| **Postcode** | |  | | | | **Postcode** |  | | | |
| **Telephone** | |  | | | | **Telephone** |  | | | |
| **Relationship to you:** | |  | | | | **Relationship to you:** |  | | | |
| **Declaration**  **I confirm that I am of suitable physical and mental health to undertake the role I have applied for.**  **I declare that the information on this application form is correct. I understand that false or misleading information or failure to disclose a conviction, caution or arrest, may lead to the offer of employment being withdrawn or to dismissal. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.** | | | | | | | | | | |
|  | **Signature** | | | **Date** | | | | | |  |
|  |  | | |  | | | | | |  |
| Please return completed form to Human Resources Department,  Autism Initiatives, Petersfield, Bridle Road, Bootle, Liverpool, L30 4XR  or  Email a copy to [recruitment@autisminitiatives.org](mailto:recruitment@autisminitiatives.org)  **NOTE: By Emailing a completed form you are declaring that all the information is correct**  **and you understand and agree with above declaration.** | | | | | | | | | | |

**Equal Opportunities Form**