Shaping Our Lives Details Form

This form must be accompanied by a current CV. If you do not have a current CV, please contact us for an application form to be completed instead.

Please submit your application by 23.30 on Friday 15th July 2022 by email to: [hello@shapingourlives.org.uk](mailto:hello@shapingourlives.org.uk) with ‘Recruitment – Project Manager’ in the subject line.

# 1. Your Personal Details

Ms/ Miss/ Mrs/ Mr/ (other please state):

Forename(s):

Surname:

Address:

Postcode:

Home phone number:

Mobile number:

Email address:

Do you require a work permit to work in the UK? Yes/ No

If ‘Yes’, do you have a valid permit? Yes/ No

# 2. Your References

All offers of employment are subject to the receipt of two satisfactory references. Please give the details of two referees, at least one of which should be your current employer or last employer.

**Referee 1**

Name:

Relationship:

Address:

Telephone:

E-mail:

**Referee 2**

Name:

Relationship:

Address:

Telephone:

E-mail:

Note: we will only contact your referees after interview.

# 3. Rehabilitation of Offenders Act 1974

Due to the nature of the post for which you are applying, it is regarded as ‘exempt’ from the provisions of the Act and applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment.

Have you ever been convicted of a criminal offence by a court of law? Yes/ No

If you have answered ‘yes’, please give details of the offence including dates. Having a criminal record will not necessarily be a bar to obtaining employment.

Offences and dates:

Note: successful Applicants will need to have a basic Disclosure and Barring Service (DBS) check.

**4. Personal statement**

Please limit this to 1,000 words or two sides of A4 paper using a minimum of 12 point font.

Using the person specification, please use the space below for your supporting statement telling us why you are suitable for the job. It is essential to answer each point in the same order as they appear on the person specification. Provide us with evidence and/or examples of experience you have had for each one. We will use these answers to make the decision to shortlist.

**5. Data Protection Statement**

I certify that all the information provided in this application form is true and accurate to the best of my knowledge.

Electronic signature:

Date: