



# Shaping Our Lives Applicant Details Form

We are grateful that you are considering applying for a role at Shaping Our Lives. Thank you for taking the time to fill out the Applicant Details Form.

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## General Information

- All candidate information on this form is treated confidentially and will be used for recruitment and selection purposes only.
- Your details will be anonymised and shortlisting will be carried out solely based on information provided in your application – we will not be considering formal CVs for this role.
- All unsuccessful applications will be deleted within 6 months of the closing date.
- If you need access support filling out this Applicant Details Form or any other accommodations, please contact our Recruitment and Access Coordinator at [roxane@shapingourlives.org.uk](mailto:roxane@shapingourlives.org.uk).

Please return this **Applicant Details Form** and your **Supporting Information Form** (in your preferred format) 23:59 (midnight) on 13<sup>th</sup> July 2026 via email to: [roxane@shapingourlives.org.uk](mailto:roxane@shapingourlives.org.uk) with 'Recruitment – Head of Operations' in the subject line.

We would also like to ask you to complete the [Recruitment Diversity Monitoring Form](#), although this is optional. If the online form is not accessible to you, please get in touch so that we can provide it in an alternative format.

## Vacancy Details

Position you are applying for:

Where you saw this position advertised:

## Your Personal Details

Forename(s):

Surname:

Address:

Postcode:

Phone number:

Email address:

Do you have the right to work in the UK?      Yes      No

## **Employment History**

Please provide a list of up to 6 jobs; these should be the most recent or relevant to this post, starting with your current position (if applicable). Please explain any gaps in employment. Self-employed or unpaid employment such as voluntary work can be included.

Please copy and paste the headings below for each post.

Position:

Organisation:

Dates (from – to):

Reason for leaving (if applicable):

Length of notice required (if applicable):

3-5 key responsibilities or achievements:

## **Education**

Please outline your education including the subject and grade/level obtained (e.g., BA English Literature 2:1).

You do not need to include where you studied and the dates. If you do, this will be anonymised in the shortlisting process.

## **Qualifications and Training**

Please provide details of any qualifications and training you have completed, including the title of the course, date you completed it, and level if applicable.

## **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 your last employer.

Please note that we will only contact your referees after the interview stage, if applicable.

### **Referee 1**

Name:

Relationship:

Telephone:

E-mail:

### **Referee 2**

Name:

Relationship:

Telephone:

E-mail:

## **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 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 undergo an Enhanced Disclosure and Barring Service (DBS) check. You do not need to already have had an Enhanced DBS check. We will provide you with information on how to carry this out upon confirmation of your employment with us.

### **Declaration**

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

Electronic signature:

Date: