**APPLICATION FORM**

How to apply

This application form has been designed to tell us all we need to know about you at this stage.

Please complete this form electronically and email it to [info@therapy-links.co.uk](mailto:info@therapy-links.co.uk).

|  |
| --- |
| Position(s) applied for: |
|  |
| If applying for a therapist position, please provide your HCPC registration number: |
|  |

We don’t expect people to start any position being able to do absolutely everything in the job description - if you have no, or limited experience in an area, that’s fine, please just let us know – new skills can be learned on the job and support will be provided.

**Qualifications**

**Please include your professional qualification details (if relevant to the role)**

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| --- | --- | --- |
| From | To | Qualification / Course / Grade |
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**Please list all relevant short courses / continuing professional development (CPD) courses attended** (continue on another sheet if necessary)

|  |  |  |
| --- | --- | --- |
| From | To | Qualification / Course |
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**Employment History**

Please give details of your employment history. Please begin with your present or most recent position and then work chronologically backwards. Use an additional page if necessary.

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| --- | --- | --- | --- |
| From | To | Name and address of employer | Job title, description of duties and responsibilities, reason for leaving and salary on leaving |
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| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. | | | |
| Why have you applied for this position? | | | |
| How did you hear about this job? | | | |

**Personal Statement**

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| ***This section is really important – it is your chance to tell us how your skills and experience meet the requirements of the job specification. We will short-list based on this section, so please include as much detail as you can.***  ***Please use this space to say why you think you’d be good at the job, what experience and skills you would bring, and any other information you think may help your application. Remember this is your chance to let us know how good you are! So, please don’t be constrained by the space, you can continue on another page if helpful.*** |

**Other Information**

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| --- |
| ***Working within a small business provides opportunities to gain experiences you may not otherwise gain and can mean that unique skills and qualities are recognised and can be utilised!******If you have additional knowledge, skills or experiences that you think would be valuable in a small growing therapy business, please indicate these below (this could include hobbies and interests, previous professional experience, social media skills, PR, working in different sectors etc).***  ***Likewise, if there is a particular area in which you would like experience or to develop your skills (either from a clinical, leadership or business/ management perspective), or particular career aspirations, please let us know.*** |
| ***If you are successful, when could you take up your post? How many weeks’ or months’ notice do you have to give to your current employer?*** |
| ***What are your salary expectations?*** |
| ***Would you consider part time working? Is there an ideal working pattern that you are looking for?*** |

**Referees**

Please give details (name, role and contact details) of two referees, one of whom must be your current or most recent employer. Neither referee should be a relative or contemporary. We will not contact referees without first speaking to you.

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| *[Rehabilitation of Offenders Act 1974*  *In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.*  *Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.]* |

**Your details**

We don’t look at this page until after we have shortlisted, to avoid unintended bias. Only the Director and administrative staff will see this form and, if not appointed, we will delete your details after 1 year.

Please see our [**privacy policy**](15%20-%20PRIVACY%20POLICY%20march%202020.pdf) for more information.

|  |  |  |
| --- | --- | --- |
| First name |  | |
| Surname |  | |
| Title (Mr, Ms etc) |  | |
| Date of Birth (DD/MM/YYYY) |  | |
| Email address |  | |
| Postal address |  | |
| Mobile number |  | |
| Do you have the right to take up employment in the UK? If no, please provide further details. | | YES / NO |
| If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work? | | YES / NO |

Equality and Diversity Monitoring

TLUK will ensure that it complies with the Equality Act 2010 and other legislation and regulation. We also aspire to be positive and proactive in advancing diversity and ensuring we are representative of our whole society.

The collection of equality and diversity monitoring information is an important tool in ensuring we are meeting these responsibilities and aspirations. Whilst we need your help to enable us to do this, filling in this section of the form is entirely voluntary.

Please let us know if you have any disabilities, difficulties or differences, and outline any adaptations that you might need if offered an interview.

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How would you describe your gender?

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| --- |
| Male (including trans man)  Female (including trans woman)  Non-binary / Gender diverse  Prefer not to say  Prefer to self-describe (please add here) |

How would you describe your ethnicity?

The categories used here are drawn from the Office for National Statistics (ONS) definitions. If you self-identify with another ethnic group not covered in this list, please add it below.

|  |  |
| --- | --- |
| Mixed/ Multiple ethnic group | Asian and white  Black African and white  Black Caribbean and white  Any other mixed/ multiple ethnic background |
| Asian/ Asian British | Asian/ British: Indian  Asian/ British: Pakistani  Asian/ British: Bangladeshi  Asian/ British: Chinese  Asian/ British: Other Asian background |
| Black or Black British | Black African  Black Caribbean  Other Black background |
| White | White English, Welsh, Scottish, Northern Irish, British  White Irish  White European  Any other white background  White Gypsy/ Traveller/ Irish traveller |
| Other ethnic group | please add here: |
| Prefer not to say |  |
| Do not know |  |

How would you describe your sexual orientation?

|  |
| --- |
| Heterosexual  Bisexual  Gay, lesbian, Queer  Prefer to self-describe [please add here]  Prefer not to say |

What is your religion?

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| --- |
| No religion  Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Any other religion, please describe [please add here]  Prefer not to say |

**Application Form Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signature: Date: