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# A close-up of a logo Description automatically generated

**Wider Determinants (WDH) Project Worker Application Form**

Once completed, please return to:

### Address: Just Straight Talk – The Hub, 30 Ebenezer Street, Coseley, Bilston, WV14 9LJ

**Email:** [**jo@juststraighttalk.org**](mailto:jo@juststraighttalk.org)

**Office: 01902 256 744**

**Deadline: 5 pm on 2nd September 2024**

### SECTION A - PERSONAL DETAILS

|  |  |
| --- | --- |
| SURNAME - | FIRST NAME(S) |
| ADDRESS  POSTCODE | CONTACT DETAILS  Home:  Mobile:  Work:  Email:  How do you prefer to be contacted? |
| National Insurance Number |
|  | |

### SECTION B - EMERGENCY CONTACT DETAILS

|  |  |
| --- | --- |
| SURNAME - | FIRST NAME(S) - |
| ADDRESS  POSTCODE | CONTACT DETAILS  Home:  Mobile:  Work:  Email:  How do they prefer to be contacted? |
| Relationship |

### SECTION C - PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Employers Name-  Address  Type of business | Job Title |
| Salary |
| Dates employed from to |
| Reason for leaving/ wanting to leave |
| Period of notice |
| Please give a brief description of your main duties: | |

### SECTION C - EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide details of all previous posts you have held, starting with the most recent. A full explanation should be given for any gaps in employment (please attach an additional page if necessary)** | | | |
| Dates employed  From/to | Employer name, Address, and Type of business. | Job title and summary of main duties | Reason for leaving and final salary |

### SECTION C - EMPLOYMENT HISTORY Continued….

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of all previous posts you have held, starting with the most recent. A full explanation should be given for any gaps in employment (please attach an additional page if necessary) | | | |
| Dates employed  From/to | Employer Name, Address, and Type of Business. | Job title and summary of main duties | Reason for leaving and final salary |

### SECTION D – BACKGROUND

|  |
| --- |
| Tell us a bit about yourself. Hobbies, interests and other... |
|  |

### SECTION E-EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Please list qualifications gained or currently being studied. (If you are appointed, we will need to see your original qualifications and / or certificates) | | | |
| School / College/ University | QUALIFICATIONS GAINED | LEVEL ATTAINED | Year |

### SECTION F - SUPPORTING STATEMENT

|  |
| --- |
| Use this section to tell us why you are suitable for this post. You will need to demonstrate, point by point, how your skills, abilities, experience and knowledge match those required in the **Person Specification**. Continue on a separate sheet if necessary. Please limit your statement to no more than 2 sides of A4. CV’s will not be considered in place of this statement. |

Section G – rEFERENCES

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | Please supply the names and addresses of two professional referees who have agreed to provide a reference. **It is essential that one of your referees must be your current or most recent employer\* and that your referee is/was your line manager and not a colleague, relative or friend.** Both references cannot be from the same company. References will be verified to ensure authenticity.  **Failure to provide the above can result in your application being withdrawn.**  **\*If previously self-employed, please provide two professional referees and detailed information regarding your self-employment** | | |
|  |
| **(Business Addresses Only)** | Name |  | |
| Position |  | |
| Address |  | |
|  | |
| Postcode |  |
| Tel |  | |
| Email |  | |
| Can this reference be contacted before the interview? | | |
| **Previous employer (if not applicable, an academic referee)** | Company |  | |
|  | Name |  | |
| Position |  | |
| Address |  | |
|  | |
| Postcode |  |
| Tel |  | |
| Email |  | |
| Can this reference be contacted before the interview? | | |

### SECTION H - Rehabilitation of Offenders Act 1974

Because of the nature of JST’s work, many of our posts are exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As a result of this any successful applicant, who receives an offer for a qualifying post, may be subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS).

A ‘qualifying post’ is deemed as a role that involves regular working with vulnerable adults or children and requires involvement in caring, training, supervising or being in sole charge of an individual vulnerable adult or child or groups of vulnerable adults or children.

**Posts Working with Vulnerable Adults or Children**

- Have you ever been convicted of a criminal offence by the courts, cautioned, reprimanded or given a final warning by the police (‘spent’ or ‘unspent’)? **Yes** 🗆 **No** 🗆

- Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes** 🗆 **No** 🗆

- Are you disqualified from working with vulnerable adults or children **Yes** 🗆 **No** 🗆

**General Posts (not involving work with vulnerable adults or children - predominantly Head Office or Administration roles)**

Have you ever been convicted of a criminal offence (‘unspent’ only)? **Yes** 🗆 **No** 🗆

**YOUR OBLIGATION AS AN APPLICANT:** If you ticked Yes to any of the above, you will need to provide further details of offences, penalties, enquiries and dates, together with your name, address, and the job title and reference number of the role you are applying for. These should be posted to

*Kate Beale, Just Straight Talk. 30 Ebenezer Street. Coseley. WV14 9LJ* and marked “Strictly Private & Confidential – marked **“To be opened by the Addressee only”.**

Any information given will be treated in the highest confidence and will only be considered in relation to an application for a position to which the Order applies. We want to stress that having a criminal record will not necessarily prevent you from gaining employment with us but failure to reveal information that is directly relevant to the position may lead to withdrawal of the offer of employment or subsequent dismissal at a later date.

**SECTION I - DATA PROTECTION**

JST undertakes to respect the individual's privacy and has implemented strict procedures to protect the individual’s rights under the Data Protection Act 1998/GDPR May 2018. By submitting this application, you consent to JST holding, processing, and disclosing your personal information (including sensitive personal data within the meaning of the Act), which will allow JST business to be administered efficiently and to process your application. Personal data will only be disclosed to third parties, unless required by law, with the individual's consent. Please note that information supplied to JST for the purposes of recruitment may be retained in a confidential file for a maximum period of six months and will be securely disposed of thereafter.

|  |
| --- |
| **DECLARATION**  **I declare that, to the best of my knowledge and belief, the information provided is correct.**  Please note that should any information provided on the application form be found to be false or should there be any wilful omission or suppression of information directly relevant to the position, this may lead to the withdrawal of the offer of employment or casual work or the subsequent termination of your employment.  **SIGNATURE: DATE:** |