

BEFORE YOU START

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APPLICATION FORM

Position Applied for:	
Surname:	First Names:
Address:	
Telephone – Home:	Telephone – Mobile:
Email:	

To help us measure our advertising response, please share with us how you heard about this role?		
Online Job Board	Please specify	
Newspaper/Magazine	Please specify	
Combat Stress website	Please specify	
Word of Mouth	Please specify	
Other	Please specify	

EDUCATION AND TRAINING

Secondary	From	To	Qualification

EDUCATION AND TRAINING – CONTINUED

University/College	From	To	Qualification

PLEASE USE THE SPACE BELOW TO ADD ADDITIONAL EDUCATION OR TRAINING YOU FEEL RELEVANT.

MEMBERSHIP OF PROFESSIONAL BODIES

Include in this section any relevant professional registrations or memberships. If you are registered the please enter the relevant details below, including your membership/registration/PIN:

EMPLOYMENT HISTORY – CONTINUED

If there are any gaps in your employment history please give a short statement accounting for this absence

STATEMENT OF SUITABILITY & EXPERIENCE

Please provide a brief statement in support of your application for this post. You should state experience gained and indicate relevance to the post based on the job description and person specification for the role.

REFERENCES

Please provide details of two employers who we may approach for a reference. One of these must be your current or last employer. Your current employer will not be approached until you inform us that it is appropriate to do so. Where applicable, one reference must be from most recent health or social care organisation employer.

Name & Position:
Business Name:
Email:
Telephone:

Name & Position:
Business Name:
Email:
Telephone:

DRIVERS LICENCE

Do you hold a full UK driving license? (Must be at least category B)	Yes	No
If yes, do you have access to a vehicle?	Yes	No
If so, are there any endorsements?	Yes	No
If yes, please provide details:		

DISCLOSURE OF RELATIONSHIP

Are you related by marriage, blood or as a co-habitee with any member of staff?	Yes	No
If yes, state the name, relationship and position held:		

DISCLOSURE OF CRIMINAL BACKGROUND

POLICY:

Combat Stress aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, job applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 (the Act).

Having an 'unspent' conviction will not necessarily bar an applicant from employment. This will depend on the circumstances and background to the offence(s).

As Combat Stress meets the requirements in respect of exempted questions under the Act, all applicants who are offered employment will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Where a post is not exempted under the Act Combat Stress will only take criminal convictions into account when they are relevant to the post. Applicants are not required to disclose convictions that are 'spent' under the Act. Reprimands and final warnings are considered 'spent' immediately that they are given. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared.

Have you ever been convicted of a criminal offence?			Yes	No
Date	Offence	Time Spent		

When are you free to commence work?

ELIGIBILITY TO WORK IN THE UK & IRELAND

Please tick which of the following you have:

British Passport or UK birth certificate & letter

Certificate of registration/naturalisation as a British Citizen

Passport showing right to live & work in the UK

EEC passport or identity card plus required work registration letter

Non-European passport with relevant work visa

Any other document that supports your eligibility to work in the UK

All applicants offered employment with Combat Stress must bring the original documentation as evidence of their entitlement to work in this country before the appointment is confirmed.

DECLARATION

I confirm that the above information is correct to the best of my knowledge. I consent to Combat Stress processing any information I provide them for the purpose of employment by Combat Stress.

Signature:

Date:

Data provided on this application form will be processed in terms of the Data protection Act 1998 and will be used solely for the purpose of employment.