



SOUFLOW CIC Job Application Form

Before completing and applying, please read the Job Description (JD) thoroughly. Jobs at SOULFLOW CIC are short-term projects, subject to funding.

Returning the form to: jobs@soulflowcic.com

Post Applied for:	
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Job Application Form

The information you supply on this form will be treated in confidence.

Section 1: Personal Details

Last Name:	
First Name:	
Address:	
Postcode:	
Home Telephone No:	
Daytime Telephone No:	
Mobile Telephone No:	
E-mail address:	
National Insurance Number	
How did you hear about the post?	

Right to work in the UK

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

Job Share Details

Are you applying on a job share basis?

Yes No

If you are successful in the (application stage), you must provide relevant evidence of the above details before your interview.



Section 2: Current Employment

Current Employment (If unemployed give details of last employer/college/Uni tutor)

Name of Employer:	
Address:	
Postcode:	
Post Title:	
Date of Appointment:	
Salary:	
Brief description of duties:	

Notice period:	
Reason for leaving (if no longer employed):	

Section 3: Previous Employment (most recent)

Previous Employment (most recent employer first). Please cover the last 3 years if employed or in education state the nature of business and include from and to dates.

1.

Name of Employer:	
Address:	
Dates:	From: _____ To: _____
Position Held:	
Summary of duties:	
Reason for Leaving:	



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ENRICHING SOULS EMPOWERING GENERATIONS

Name of Employer/education/college/uni:	
Address:	
Dates:	From: _____ To: _____
Position Held:	
Summary of duties:	
Reason for Leaving:	
Name of Employer:	
Address:	
Dates:	From: _____ To: _____
Position Held:	
Summary of duties:	
Reason for Leaving:	



Section 4: Education

Qualifications obtained from Schools, Colleges, and Universities. Please list the highest qualification first:

College or University	Course	Qualifications and Grades Obtained

School: Subjects / Qualifications and grades obtained:

School	GCSE Subjects	Qualifications, Equivalent, Level, or Grades Obtained

Section 5: Training and Development

Please give details of any training and development courses or non-qualification courses which support your application. Include any on-the-job training as well as formal courses.

OTHER TRAINING/PROFESSIONAL MEMBERSHIP
List any courses/professional membership you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role.

Section 6: Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give details/ dates of the offence(s) and sentence: *Please use a separate sheet*



Section 7: Protecting Children and Vulnerable Adults

For certain roles, the check will also include information held on the DBS children and adults barred lists, together with any information held by police forces that are reasonably considered to be relevant to the applied post.

Enhanced Checks Only

Are you aware of any police inquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes No

Section 8: Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the UK. You will therefore be requested to produce appropriate documentation should you be offered a role.

Immigration Status

Do you have the legal right to work and live in the UK?

Yes No

If yes, please write in any conditions (e.g. end date, Visa type etc.)

Section 9: Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on their ability to carry out normal day-to-day activities.

Do you have a disability which is relevant to your application?

Yes No

If yes, please give details:

Do we need to make any specific arrangements to attend the interview?

Yes No



EXPERIENCE

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the experience to undertake this role.

KNOWLEDGE

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples of how your knowledge is relevant to this role.

6. SKILLS & ABILITIES

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples of how you demonstrate you have the skills and abilities to perform this role.



7. OTHER REQUIREMENTS

Please look at the **Essential and Desirable** requirements in the Person Specification, and comment on your ability and willingness to meet these requirements.

Section 10: References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:		Name:	
Position:		Position:	
Work Relationship:		Work Relationship:	
Organisation:		Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
E-mail:		E-mail:	

Section 11: Declaration

I understand that if I am offered the role, it will be subject to the information on this form being correct to the best of my knowledge. I am aware that any information falsely given will amount to gross misconduct and could lead to dismissal.

The role if offered, will be subject to references and an enhanced DBS check due to working with vulnerable adults and children.

Signed:

Date:



Equal Opportunities Monitoring Form

(For office use only) Unique identification number:

We are an equal-opportunity employer. Our policy aims to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

Age

Prefer not to say		18-25		25-34		35-44	
45-54		55-64		65-74		75+	

Disability - Do you have a disability

Prefer not to say		Yes, I am aware I have a disability	
No, I don't have a disability		As far as I am aware, I don't have a disability	

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

Ethnicity

Asian/Asian British - Pakistani		Mixed race -White and Black	
Asian/Asian British - Bangladeshi		Mixed race -White and Asian	
Asian/Asian British - Indian		Mixed race - other	
Asian/Asian British - Other		White/White British - British	
Black/Black British - African		White/White British - Irish	
Black/Black British - Caribbean		White Other	
Black/Black British - Other			
Chinese		If other, please specify below:	
Chinese - Other			
Prefer not to say			



Religion or Belief

Prefer not to say		No religion		Buddhist		Christian	
Hindi		Jewish		Muslim		Sikh	
Other – please specify:							

Gender - *(If you are undergoing gender reassignment, please use the gender you identify with.)*

Prefer not to say		Male		Female		Other	
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Sexual Orientation

Prefer not to say		Lesbian		Gay Man	
Bi-sexual		Heterosexual/straight		Other	

Data protection statement

Data Controller name: SOULFLOW CIC

The Company uses this information to review compliance with its policies on equal opportunity in recruitment. We will use this data to inform our statistics on the representation of the categories of individuals as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is in the application form.

For us to process this information and comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the HR/Manager.

Signature:

Date: