**Headway – the brain injury association
Application form**

Please complete all sections of this form or your application may not be considered.

|  |  |
| --- | --- |
| Position you wish to apply for: |  |

**1. Personal Details**

|  |  |
| --- | --- |
| Mr/Mrs/Miss/Ms/Dr/Other |  |
| First Name |  |
| Last Name |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Telephone - Home |  |
| Telephone - Mobile |  |
| Email |  |

**2. Employment history**

Please provide details of your current or most recent employment.

|  |  |
| --- | --- |
| Employer’s name |  |
| Employer’s business |  |
| Address |  |

|  |  |
| --- | --- |
| Job title  |  |
| Brief description of duties |  |
| Salary |  |
| Start date |  |
| End date |  |

|  |  |
| --- | --- |
| Reason for leaving |  |
| Notice period |  |

**3. Employment history continued**

Please provide details of your employment over the last 10 years (not including the employer detailed in section 2 above)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name****of employer** | **Position held** | **From** | **To** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Have you ever been the subject of a disciplinary sanction during your previous employment? |  |  |

**4. Education and training**

|  |  |  |
| --- | --- | --- |
| **Schools****(Secondary)** | **Examinations and results** | **Grade/level****achieved** |
|  |  |  |
| **Further Education****College/University** | **Courses and results** | **Grade/level****achieved** |
|  |  |  |

|  |  |
| --- | --- |
| **Additional/professional qualifications/memberships obtained and dates** |  |
| **Professional registration no:** | **Expiry date:** |

**Details of courses attended – Management and Professional relevant to the position.**

|  |  |  |
| --- | --- | --- |
| **Course/subject title** | **Organised by** | **Dates** |
|  |  |  |

**5. Supporting information**

Please give briefly any additional information you consider important to the position, including details of previous positions, relevant experience and why you think you should be considered for the position. Please ensure that this information clearly demonstrates how you meet each of the requirements of the person specification.

|  |
| --- |
|  |

**6. Personal statement**

In no more than 150 words please tell us what qualities, skills and knowledge you would bring to this role.

|  |
| --- |
|  |

**7. References**

Please give the details of two persons who should not be related to you and who have consented to act as a referee, one of which must be your current or last employer. If you have just completed full time education the Head/Principle and/or Tutor should be given. We will not approach your referees without your approval.

**Referee 1**

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Relationship |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Relationship |  |

**8. Where did you hear about this position?**

|  |  |
| --- | --- |
| Headway website |  |
| Guardian Jobs Online |  |
| Charity Jobs website |  |
| Facebook |  |
| Other website (please specify) |  |
| Newspaper |  |
| Word of mouth |  |
| Other (please specify) |  |

**9. Declaration**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| a. Do you have the right to work in the UK? |  |  |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| b. Do you have any relationship or connection to a person who is a current employee of Headway? |  |  |

If yes, please provide details:

|  |
| --- |
|  |

I confirm that the information I have given on this form is accurate and complete to the best of my knowledge. I accept that any omission or misrepresentation of any facts within this application form is a ground for refusal of employment or should this application lead to employment, disciplinary proceedings (and, in appropriate cases, dismissal and/or criminal charges). I understand that should an offer of employment be made it will be subject to completing, to Headway’s satisfaction, certain pre-employment checks including confirmation of my right to work in the UK and details of any unspent convictions for a criminal offence.

I accept that as part of the recruitment process, Headway may need to approach former employers, educational establishments and government agencies for verification of the information provided and provide authority for the company to do so.

Signed:

Date:

On completion please return this form:

By email to: enquiries@headway.org.uk

Or by post to:

Headway – the brain injury association

Bradbury House, 190 Bagnall Road

Old Basford, Nottingham, NG6 8SF

**Notes:**

If you have any difficulty completing this form and would like to explore alternative application methods with us, or if you require any adjustments to the application and/or recruitment process, please contact us on enquiries@headway.org.uk or 0115 924 0800.

The information provided on this application form will remain private and confidential and will be used as part of the recruitment process for the purpose of selecting and recruiting applicants. We will hold and use any personal data (including special categories of personal data) relating to you in accordance with our legal obligations.