

Tel: 02476 266 280

Email: info@valleyhouse.org.uk

Application Applied for:

Closing Date:

Please complete all sections and return to the email address above or postal address at the end of the application

Title:

First Name

Surname:

Address:

Postcode:

Tel:

Email:

Do you have any specific needs that we ought to be aware of, which will enable you to attend and/or participate in an interview (e.g. induction loop)?

Do you require a permit to work? Yes No

Do you have a full driving license? Yes No

Do you have use of a vehicle? Yes No

Because of the nature of the work Valley House does, it is exempted from Section 4 (2) of the Rehabilitation of Offenders Act 1974. This means that you MUST tell us about any criminal convictions you have, including any which would otherwise be considered "spent" under the above Act, and any cautions or bind-over orders.

Please write down in the space below EACH and EVERY conviction that you have including details about:

- a) The type of offence
- b) The date when it was committed
- c) The sentence or fine you received.

IF YOU HAVE NO CRIMINAL CONVICTIONS, PLEASE TICK THE BOX

We will treat everything you tell us as strictly confidential and will only consider it in relation to this particular application. If you have convictions, this will not mean you are automatically rejected, but it is important that you tell us about them NOW.

If we were to employ you and then discover that you had convictions which you had not told us about, you could be dismissed.

Name

Signature

Date

With this application form please include the following:

Current CV

Covering letter, detailing your skills and experience to match the person specification.

Equal Opportunities form.

Signed

Date

Please return the completed application form to:

Human Resources Department

Valley House

Navigation Centre

55 - 57 Bell Green Road

Coventry

CV6 7GQ

Thank you for your interest in this position