Job Application Form

Open Arms Support Services

About this form

Thank you for your interest in joining Open Arms Support Services. We are a collaborative team providing rehabilitation case management, treatment and wellbeing services, and we value expertise, adaptability and lifelong learning.

Please complete every section as fully as you can. A CV may be attached, but it does not replace this form. Return your completed form to [email address].

If you need this form in another format, or need support to complete it, please contact us and we will be happy to help.

You can type directly into the boxes on this form and save it before sending.

1. Position applied for

Job title	
Job reference number (if known)	
Where did you see this vacancy?	
Preferred hours (full-time / part-time / flexible)	
Earliest date you could start	
Notice period with current employer	

2. Personal details

Title	
First name(s)	
Surname	
Preferred name	
Pronouns (optional)	
Address	
Postcode	
Mobile number	
Other telephone number	

Email address	
National Insurance number	
Preferred contact method	

3. Right to work in the UK

All successful applicants must provide proof of their right to work in the UK before starting.

Do you have the right to work in the UK?	◯ Yes	◯ No
Do you need a visa or sponsorship to work for us?	◯ Yes	◯ No
If you hold a visa, please give the type and expiry date		
Share code (if applicable)		

4. Education, qualifications and registration

Please list your qualifications, most recent first. We may ask to see certificates at interview.

Dates (from – to)	School, college or university	Qualification and subject	Grade or result

Professional registration and memberships

For example HCPC, NMC, BACP, CMSUK or other professional bodies.

Professional body	Registration or membership number	Expiry or renewal date

Training and continuing professional development

Please list relevant courses or training from the last three years.

Date	Course or training	Provider

5. Employment history

Please start with your current or most recent role and include volunteering. Briefly explain any gaps in employment of more than three months.

Current or most recent employer

Employer name and address	
Job title	
Dates employed (from – to)	
Current salary	
Main duties and responsibilities	
Reason for leaving	

Previous employment

Dates (from – to)	Employer	Job title	Main duties	Reason for leaving

Gaps in employment

Dates (from – to)	Reason

6. Supporting statement

Tell us why you would like to join OASS and how your skills, experience and values match the job description and person specification. Please give real examples where you can. We suggest no more than two sides of A4.

Your statement

Your statement (continued)

7. References

Please give two referees. One must be your current or most recent employer. References will not be taken from friends or family. We will only contact referees after an offer is made, unless you agree otherwise.

Details	Referee 1	Referee 2
Name		
Job title		
Organisation		
Relationship to you		
Address		
Telephone		
Email		
May we contact them before interview?	◯ Yes ◯ No	◯ Yes ◯ No

8. Additional information

Criminal records (DBS)

Some of our roles involve working with vulnerable people and require a Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily stop you from being employed.

Do you have any unspent convictions, cautions or bind-overs? If yes, please give details ◯ Yes ◯ No

Do you hold a current DBS certificate? If yes, give the level and date issued ◯ Yes ◯ No

Are you registered with the DBS Update Service? ◯ Yes ◯ No

Driving

Do you hold a full UK driving licence? ◯ Yes ◯ No

Do you have access to a vehicle for work? ◯ Yes ◯ No

Please give details of any current endorsements

Reasonable adjustments

We are committed to a fair and accessible recruitment process. Please tell us about any adjustments that would help you at interview or assessment.

Adjustments needed (if any)

Other

Are you related to, or in a relationship with, anyone who works for OASS? If yes, please give their name

○ Yes ○ No

Do you speak any other languages? Please give your level

9. Data protection and declaration

How we use your information

OASS will use the information on this form only to manage your application and, if you are successful, your employment. We handle your data in line with UK GDPR and the Data Protection Act 2018. Unsuccessful applications are securely destroyed after [6 months]. For details, please see our privacy notice at [link].

An equal opportunities monitoring form is supplied separately. It is optional and is not seen by the shortlisting panel.

Declaration

I confirm that the information I have given on this form is true and complete. I understand that giving false information, or leaving out relevant information, may lead to my application being rejected or to dismissal if I am employed. I consent to OASS processing my information for recruitment purposes as described above.

Signature (type your name, or sign by hand once printed)

Print name

Date

For office use only

Date received	
Shortlisted	○ Yes ○ No
Interview date	
Outcome	