# CLAPA application form

Please note that we can only shortlist you on the information you provide in your application form. **CVs will not be considered.** Please write clearly in black ink or type.

CLAPA is committed to safeguarding and ensuring the welfare of children, young people and adults at risk, and expects all employees and volunteers to share this commitment.

|  |  |
| --- | --- |
| Position applied for | Click here to enter text. |
| Where did you see this position advertised? | Click here to enter text. |

## Personal details

|  |  |
| --- | --- |
| **Full name** | Click here to enter text. |
| **Address**  | Click here to enter text. |
| **Telephone (daytime)** | Click here to enter text. |
| **Email address** | Click here to enter text. |

## Education and training

Please list your formal educational qualifications (most recent first) and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level, e.g. A-level equivalent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of institution  | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |

### Professional qualifications / other relevant training

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

## Employment history

Starting with your present or most recent employer. It will suffice to briefly describe your duties and responsibilities, as you may wish to refer to these more fully under the Experience and Skills section which follows. Please include details of any voluntary work which may be relevant. **Please explain any gaps in your employment history**.

### Current position

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |
| **Notice required** |  |

### Previous employment

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving**  |  |

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

## Skills, experience and additional information

Please address each point of the person specification and evidence how you meet each requirement. We draw up a shortlist on the basis of this information.

You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. Please ensure that the information you give is relevant to the advertised post. Experience gained outside the UK is also relevant.

Click here to enter text.

## Declaration of right to work in the UK

**Please note that we require all applicants to have the appropriate right to work in the UK.**

[ ]  By ticking this box, I declare that I have the right to work in the United Kingdom.

I am aware that if an offer of employment is made to me, this will be subject to my providing proof of the right to work in the UK and failure to do so will result in this offer being withdrawn.

## References

Employment at CLAPA is offered to subject to receipt of satisfactory references. Please give details of two referees. One of these should be the line manager from your present or most recent employer (paid or voluntary work). These should not include relatives or personal friends. If your two referees are from the same organisation, please note that we will also require details from a different previous employer. We will not take up references without your personal permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email  | Click here to enter text. |

## Declaration

I certify that the information given in this application form is correct to the best of my knowledge. I consent to CLAPA checking any information provided in this application and agree to the information being used for registration purposes under the Data Protection Act 1998.

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

## Recruitment Monitoring Form

The Cleft Lip and Palate Association is an equal opportunities employer.

Our selection criteria and procedures are reviewed to ensure individuals are judged solely on their ability to do the job for which they are applying. As part of this, and in line with the aims of our Diversity and Inclusion Strategy, **we ask all applicants to complete a monitoring form linked below.**

All questions are optional. The information you supply here is anonymous and confidential, and will be used solely for monitoring purposes. The selection panel will not see your responses, and analysis of the data collected from this survey will not occur until after recruitment for a post is completed.

<https://www.surveymonkey.co.uk/r/M6LP5FV>

**If you require this form in a different format, please get in touch with the contact named on the Recruitment Pack.**

## Returning Your Application Form

Please return your completed Application Form and the separate Criminal Record Declaration Form to info@clapa.com with the title of the job you are applying for in the subject line.

[ ]  I confirm I have completed the [Criminal Record Declaration Form](https://www.clapa.com/wp-content/uploads/2021/03/Criminal-Record-Declaration-Form-CEC.docx)

We welcome applicants from people with disabilities. If you have any particular access or other requirements, and would like us to get in touch with you ahead of the interview to discuss these, please tick the box below.

[ ]  Please get in touch to discuss my access requirements