



**Post(s) Applying For** .....

Please state clearly which project or post(s) you are applying for and complete all sections.

**SECTION ONE**

**Personal details**

Surname (in capitals)..... Forenames(s).....

Preferred title Dr  Mr  Mrs  Ms  Miss  Other  ( Please state.....)

E Mail Address: .....

Home Address.....  
 .....  
 .....

Telephone Number: Day..... Home.....

May we, with discretion, phone you in the day?      Yes/No

Where did you see the advertisement: .....

**Name and Address of Referees**

Please state the names and address of your two referees below. One of these should be your present employer, if you have one, and/or your previous employer if you have been in your present job for less than two years or you are unemployed at present. Relatives should not be named as referees.

Referees are normally asked for references before the interview of short listed candidates.

Can we take up references at this stage?

Referee 1	YES/NO	Referees 2	YES/NO
Name.....		Name.....	
Address.....		Address.....	
.....		.....	
.....		.....	
.....		.....	
.....		.....	
Telephone no.....		Telephone no.....	
Capacity in which known.....		Capacity in which known.....	



Post Title	Date Appointed
	Period of Notice Required
	Leave Date and reason for leaving (if applicable)
	Salary £
Name and Address of Employer	
<p>Describe the main activities and responsibilities involved in this job and give some indication of your achievements. In addition, please state the reasons why you would like to change your job (as applicable)</p> <p>If you are not employed, or are a school or college leaver, describe any experience or achievements that you feel are relevant. Include voluntary, spare time or project work.</p>	

Please list any **paid** employment starting with your present job (or most recent if you are currently unemployed) Please continue on another sheet if required

Name and Address of Employer	Job Title	Final Salary	Dates From/To	Reason for leaving

Please list any **voluntary** responsibilities/work you have undertaken with most recent first.

Role	Name and Address of Employer	Dates From/To	Main duties of post

**Education and Training**

Please list all education and training you have undertaken and any qualifications gained.

Qualification/Course Title	Name and Address of Institution	Qualifications Obtained



Please explain your interest in this post (continue on one additional sheet, if required)

What do you consider to be the main factors that cause a young person to offend?



Please use this sheet and no more than one additional continuation sheet to explain how your skills, knowledge and experience meet the requirements of the person specification for the post you have applied for. Please make sure you address all points, giving examples to evidence your points as much as possible.



Please give details of any personal interests you feel have relevance to this position.

Motiv8 is an equal opportunities employer. Your skills and experience are the only information considered when you apply for a job. The personal details given in Section One are solely for correspondence purposes, this information is not revealed to the selection panel.

I confirm that the entries I have made on this form are, to the best of my knowledge and belief, true in all aspects, I understand that, should I have deliberately made a false statement on this, my future employment by Motiv8 will be at risk.

Signed..... Date.....



## Equal Opportunities Monitoring Sheet

Motiv8 believes in equal opportunities. We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

**Please tick the appropriate boxes.**

### Gender

Male       Female      If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender

### Age Group

18-25     26-35     36-45     46-55     56+

### Sexuality

heterosexual     gay     lesbian     bi-sexual  
 Do not wish to answer

### Disability

Do you have a long term illness, condition or disability?     Yes     No

If yes, please describe any particular needs that you have: \_\_\_\_\_

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### Ethnic Origin

<input type="checkbox"/> Arab	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Asian Other
<input type="checkbox"/> Black African	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Black Other	<input type="checkbox"/> White British
<input type="checkbox"/> White European	<input type="checkbox"/> White Irish
<input type="checkbox"/> White Other	<input type="checkbox"/> Mixed Background
<input type="checkbox"/> Other (please specify) _____	



## Criminal Convictions and Cautions

If you are successful in this application, an enhanced Criminal Record Bureau disclosure check will be requested. The guidance regarding any convictions or cautions are detailed below. Please note that a criminal record will not necessarily be a bar to obtaining a position and that each application will be considered on an individual basis.

If you have any unspent criminal convictions or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name, the post reference number and the post title of the post for which you are applying. This document should *either* be sent in an envelope marked “**Private and Confidential**” to HR services, detailing your name and the post title, or e mailed to [hr@motiv8south.org.uk](mailto:hr@motiv8south.org.uk), detailing ‘**criminal conviction information**’ in the subject box. This envelope/e-mail will only be opened if your application is short listed. If you are unsuccessful at this stage, then this envelope/e-mail will be destroyed unopened.

NB: Spent convictions will still have to be declared on applications for any work dealing with children or vulnerable groups.

Thank you for supplying this information. Please detach and return this sheet, with your application to HR, Motiv8 South Ltd, Floor U2, The Guildhall, Guildhall Square, Portsmouth, Hants, PO1 2AL.

This information you have given will be treated in confidence.