#### Please complete all sections of this form

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Application for post of: Chief Executive Officer

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| Name:  Address:  Post code: Telephone:  Email: |

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| **1.** **Education and Training** | | | | | |
| School / College / Institute etc | | | Subject studied / Qualifications gained | | |
|  | | |  | | |
| **2. Employment History** | | | | | |
| Current/last employer | | | | | |
| From | To | Name of Employer/Position held | | Reason for leaving | |
|  |  |  | |  | |
| **Previous employment including voluntary work** | | | | | |
| From | To | Name of Employer/Position held | | | Reason for leaving |
|  |  |  | | |  |

1. **Supporting Your Application**

Your application form plays an essential part in our choosing the right person for this position. Your application is the only source of information that will inform the recruiting manager whether to short list you for an interview.  
  
In the information supplied to you about this job you will find a job description and person specification. The person specification identifies the experience, skills, personal attributes and, where appropriate, qualifications which form the selection criteria for this post. Please use the space below in order to advise us as to how you meet these selection criteria, giving concise examples of how you have used these skills and knowledge in previous situations. You may attach further sheets if necessary. It is important for you to provide the recruiting manager with as much relevant information as possible as assumptions will not be made.

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| 1. **Interests and hobbies** |
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| 1. **Have you ever been convicted of a criminal offence?**   **YES/NO**  If **YES**, please give details of any criminal convictions (with dates) in the space below  Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies. |
|  |
| 1. **Referees**   Please include your present employer (or most recent). If you do not want your referees to be approached without your prior consent please tick the appropriate box.   1. **2.** |

I hereby declare that the particulars I have given on this form are correct. Any falsification will give cause for dismissal.

**Signature: ……………………………………….**

**Date: ……………………………………….**

**POLICY**

**EMPLOYING PEOPLE WITH A CRIMINAL RECORD**

Sue Lambert Trust aims to promote equality of opportunity with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes, only where the conviction is relevant. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent'. This is in line with the Rehabilitation of Offenders Act 1974.

Sue Lambert Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. As a Regulated Activity Provider all applicants who are offered employment into a regulated post will be subject to a criminal record check by the Criminal Records Bureau before an appointment is confirmed. The CRB enhanced disclosure will include details of cautions, reprimands or final warnings, as well as convictions. Having a ‘spent’ or 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances, background and nature of the offence(s). However, Sue Lambert Trust will not employ anyone in a regulated position who is currently barred, or who is later found to be barred, from working with either children or vulnerable adults.