**Personal Details**

This form will be separated from your Job Application. It will not be used in the selection process. Please use **black** ink.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | | | | | | | | |
| Title | Mr. 🞏 | Mrs.🞏 | | | Miss🞏 | | Ms. 🞏 | | other 🞏 |
| Surname |  | | | | | | | | |
| First names |  | | | | | | | | |
| Address |  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Postcode | |  | | | | | | |
| Telephone |  | | | | | Mobile | |  | |
| Email address |  | | | | | | | | |
| National Insurance number | | | |  | | | | | |
| Date of birth | | | |  | | | | | |

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| Are you related to a Director or employee of Unlimited Potential?Yes 🞏 No 🞏 |

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| **Disability** |
| Do you have a physical or mental impairment (including severe disfigurement and progressive conditions) that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities? Yes 🞏 No 🞏 |
| All disabled applicants who meet all essential criteria on the person specification will be given an interview and considered on their abilities. |

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| **Rehabilitation of Offenders** |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes 🞏 No 🞏 |
| If yes, please provide details of your criminal record (“unspent convictions” only, unless the post requires an entire record). These should be sent as soon as possible under separate cover, marked “confidential”, to the Chief Executive of Unlimited Potential at the address overleaf. Only those who absolutely need to see any information you provide will do so as part of the recruitment process. |
| **Right to work** |
| Do you have the legal right to work in the United Kingdom?  Yes 🞏 No 🞏 |

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| **References** | | |
| Please give details of two referees. One must be your current or most recent employer. The other should be employment or education related, if possible. Please check first with both people, to make sure that they will provide a reference for you. | | |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Email |  |  |
| Relationship  to you |  |  |
| No contact will be made with your referees until an offer of employment is made to you. | | |

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| **Declaration** | |
| I confirm that to the best of my knowledge, all the information above and on my Job Application form is true. I accept that failure to reveal information relevant to the post, or providing deliberately false or misleading information, may result in an offer of employment being withdrawn or in my dismissal. | |
| Signature |  |
| Date |  |

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| **Return** |
| When completed, please return this form, together with the Job Application form and the Equity and Diversity form, to:  email: [info@unlimitedpotential.org.uk](mailto:info@unlimitedpotential.org.uk)  post: Unlimited Potential, Innovation Forum,  51 Frederick Road, Salford M6 6FP  **Thank you** |