

Application Form



*“Where people and communities count
where alcohol and drugs matter.”*

Drug and Alcohol Service for London (DASL) is positively committed to ensuring that all applicants are considered on the basis of their relevant merits and abilities. No applicant will receive less favourable treatment on the grounds of gender; race; colour; religion; class; age; disability; marital status; sexual orientation; trade union activities; having dependants; because they have been in contact with substance use services; being ex-offenders, or because they have a psychiatric history.

- Applicants will be considered for shortlisting based on how well they meet the criteria listed in the person specification. Please refer closely to this document when filling out the application form.
- Please indicate which post you are applying for.
- Type or write neatly and fill out the form as fully as possible (do not send a C.V.)
- Continue on a separate sheet if necessary, indicating which question your answer relates to.
- If you choose to submit your application by email or fax, we do require the original, signed application to be sent to the address on the back page.
- Applications received after the closing date will not be considered.
- If you do not hear from us within 4 weeks of the closing date, please consider your application as unsuccessful.

Title of Post:		Post Ref. No.:	
Surname (block capitals):		Mr/Mrs/Ms, etc.	
First Name(s):			
Address:			
Telephone Number:	Home:		
	Mobile:		
	Work (if it may be used):		
Email Address:			
Where did you see this post advertised?			
Languages Spoken:			



EDUCATION AND TRAINING

(If invited for interview, you will be requested to bring original certificates for the qualifications you list.)

Name of College/Institution attended	Qualification received, if appropriate.

OTHER RELEVANT COURSES ATTENDED

Name of Institution	Dates (inc. length of course)	Course

MEMBERSHIPS

Name of Professional Body	Type/Grade of Membership	Membership No.:	Date of Membership

RELEVANT UN-PAID WORK (with dates)

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Post Ref No:

EMPLOYMENT (Please list most recent first, including full-time and part-time posts.)						
Employer	Post Held and Main Duties	Dates From	To	Hours/Week	Salary	Reason for Leaving

Below, please give an account of how your experience and any training you have received are applicable to this post. **With reference to the person specification, address each criteria listed** and give examples to support your answer. Please continue on another sheet if necessary.



How do you see your own previous, or current, drug and alcohol use?

REFERENCES: Name and address of two referees, including telephone number if possible.
(At least one should be your present or most recent employer.)

1.

2.

Relationship to candidate:

Relationship to candidate:

An approach will be made to the above referees upon acceptance of any job offer made.

ELIGIBILITY TO WORK IN THE UK:

Are you legally eligible to live and work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006?

YES / NO

You will be required to provide documentation such as a passport, P60, UK birth certificate or work permit to confirm your eligibility, upon any offer of employment.

Do you require special facilities for interview, or have a preferred means of communication (e.g. disabled access, signer, interpreter or any other)?

If offered the post, when could you start?

I certify that all the information given by me, in the above application, is true and accurate, and I understand that any deliberate falsification will lead to my employment being summarily terminated without recourse to the normal Disciplinary Procedure, and without any right of appeal.

Signature:

Date:

DATA PROTECTION ACT 1998

The personal information submitted by you on this application form and in any accompanying documents will be used by Drug and Alcohol Service for London for the purpose of selecting who to appoint to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend Drug and Alcohol Service for London against a legal challenge to the fairness of the selection process from any interested party.

The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

If you decline to give your consent as requested above, Drug and Alcohol Service for London will be unable to consider your application for employment.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described.

Signature:

Date:

REHABILITATION OF OFFENDERS

The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act (1974). You must, therefore, disclose any criminal convictions, even those which may be considered 'spent' for other purposes. (Rehabilitation of Offenders Act 1974 [Exceptions] Order 2006).

Have you ever been found guilty of committing a criminal offence? YES / NO

If 'yes', please give full details of the offence and outcome in a sealed envelope marked 'CONFIDENTIAL', with your name clearly written on the front, and enclose it with your application.

For emailed applications, please attach the full details of the offence and outcome as a document entitled 'CONFIDENTIAL', with your name contained within.

The envelope/document will only be opened if your application is successful at shortlisting stage.

EQUAL OPPORTUNITIES MONITORING FORM

The information collected on this form will be treated anonymously and not kept on file with your name. The people involved in the shortlisting and interviewing process will not see it. It will be used by DASL for statistical monitoring purposes only. We hope that the statistics will help us improve our recruitment procedure.

For all sections, please tick the appropriate box.

Ethnic Origin *(listed in alphabetical order):*

Asian or Asian British

Bangladeshi

Indian

Pakistani

Any Other (please specify below)

Mixed

White and Black African

White and Black Caribbean

White and Asian

Any Other (please specify below)

Black or Black British

African

Caribbean

Any Other (please specify below)

White

British

Irish

Any Other (please specify below)

Chinese or other ethnic group

Chinese

Any other (please specify below)

Sex: Male:

Female:

Sexuality: Bisexual:

Heterosexual:

Gay:

Lesbian:

Age:

The Disability Discrimination Act 2005 defines disability as 'a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Do you consider yourself to have or have had a disability? YES / NO

If yes, what is the nature of your disability or health problem?

Thank you for completing this form.



DRUG & ALCOHOL

Registered Office:

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Email: jobvacancies@dasl.org.uk

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