COPE LTD

EMPLOYMENT APPLICATION FORM

Accessible Application Form

If you need support to complete this form or require it in another format, please contact COPE. cope.accounts@cope.ltd.uk or 01595 696889

Recruitment Privacy Notice

COPE Ltd processes applicant information for recruitment, selection, safeguarding and pre-employment checking purposes. Information will be handled in accordance with UK data protection requirements. Further details available on request.

Section 1: Job Details

Position Applied For:
Where did you hear about this vacancy?
Available Start Date:

Section 2: Personal Details

Full Name	
Address	
Telephone	
Email	

Section 3: Right to Work

Do you have the legal right to work in the UK? Yes ☐ No☐

Section 4: Driving & Travel

Driving Licence: Yes ☐ No☐ Access to Transport between sites: Yes ☐ No☐

Section 5: About You

This role involves practical work and supporting adults with learning disabilities in workplace activities.

Please tell us why you are interested in the role.

What skills or experience do you have that would help you succeed in this role?

Section 6: Days of Work

Our hours of work are Monday to Saturday are 9am till 4 or 5pm. Are there any days or times you would be unavailable to work?

Section 7: Employment History

You may attach a CV if preferred.

Employer	
Job Title	
Dates Employed	
Main Duties	
Reason for Leaving	

Employer	
Job Title	
Dates Employed	
Main Duties	
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Employment history continued.

Employer	
Job Title	
Dates Employed	
Main Duties	
Reason for Leaving	

Section 8: Qualifications & Training

List relevant qualifications, certificates or training.

Qualification/Training	Year

Any other relevant information

Section 9: References

By providing referee details you confirm they may be contacted for recruitment purposes.

	Referee 1	Referee 2
Name:		
Relationship to you (e.g. line manager):		
Telephone Number:		
Email Address:		

Please do not contact my current employer until a conditional offer has been made.

☐ (tick if applicable)

Section 10: Recruitment Adjustments

Do you require any adjustments during recruitment? Yes ☐ No☐

Section 11: Criminal Convictions

This role requires PVG membership. Having a conviction does not automatically prevent employment.

Declaration

I confirm that the information I have provided is accurate and complete to the best of my knowledge.

I understand that any offer of employment will be subject to satisfactory references, proof of right to work, and PVG check

Name:

Signature: