

CDFHS

Application Assessment

Assessor Use

APPLICANT I.D.

CANDIDATE / VOLUNTEER

NAME POSITION APPLIED FOR

REFERRAL COMPANY

D.O.B

N.I NUMBER

Date



IMPORTANT

This form must be completed in black ink or typed in black.

Please follow the guidance notes carefully and complete all questions as indicated as intricately as possible and enter N/A if it does not apply to you. If you run out of space please use the **Additional Information Section 9** to fully complete this application.

County Durham Furniture Help Scheme may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you complete all sections with as much detailed information as possible.

1. PERSONAL DETAILS

Title		Surname		Forename(s)	
Address				Home Phone No.	
				Mobile No.	
				Work No.	
	Post Code		Email Address		
	NI Number				

1a. EMERGENCY CONTACT DETAILS

Title		Surname		Forename(s)	
Address				Home Phone No.	
				Mobile No.	
				Work No.	
	Post Code		Email Address		

1b. ADDITIONAL DETAILS

HEALTH

Do you have a health condition that may affect your work or ability to carry out the duties associated with the post that you are applying for?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

CRIMINAL ACTIVITY

Do you have any criminal convictions which are not spent?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

2. EDUCATION & QUALIFICATIONS

Please tick any qualifications the applicant has received to date.

Entry Level Qualifications	<input type="checkbox"/>	Level 3 Certificates	<input type="checkbox"/>
Other Qualifications Level 1	<input type="checkbox"/>	Full Level 3 (e.g A level/NVQ L3)	<input type="checkbox"/>
Level 1 (e.g foundation/NVQ Level)	<input type="checkbox"/>	Level 4	<input type="checkbox"/>
Level 2 Certificate	<input type="checkbox"/>	Other Qualifications Level Not Known	<input type="checkbox"/>
Full Level 2 (e.g GCSE Grade A-C/NVQ L2)	<input type="checkbox"/>	No formal qualifications	<input type="checkbox"/>

3. CODE OF CONDUCT

KEY ESSENTIALS

- Work experience hours are 9.00am - 4.00pm
- You will be issued with a clock card, please use it to clock in and out every day that you are onsite.
- Please do not leave the site without permission. See front office on all occasions, signing, interviews or urgent issues.
- Mobiles must be switched off or set to silent
- Health and Safety is paramount. PPE is available and must be worn at all times in the workplace
- Customers and visitors are essential. Please carry out all activities with respect for the individuals and their property
- Fire safety is important in the case of a fire alarm (bell or verbal alert) assemble away from the building at the main road kerb.
- Our kitchen areas are available, please treat them as you would your own. Rinse mugs and plates and place them in the dishwasher
- Drivers keys in possession at all times never leave the van. Hand to the front office at the days end
- If unable to attend call the front office before 9.00am on the day of attendance
- No smoking on company premises

Please sign to confirm you have read the code of conduct above. _____

4. Fire Safety in case of a fire.

- **Keep Calm.**
- **Raise The Alarm (located at all entrances to all units.**
- **Phone The Emergency Sevices.**
- **Leave Immediately by the nearest exit.**
- **DO NOT stop for personal belongings.**
- **Go to the agreed assembly point.**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY FIRE SERVICES.**

Please sign to confirm you have read the Fire Safety above. _____

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If you are not invited for an interview by the front office within 21 days please do contact us on either our front office number . Alternatively phone Lee or Shannon directly through their details as below.

Main office: 01388 721509

Lee Heightley: 07454795157
Email: lee.heightley@cdfhs.org.uk

Shannon Heightley: 07472199003
Email: shannon.heightley@cdfhs.org.uk