



CONFIDENTIAL

APPLICATION FORM

JOB VACANCY:

PERSONAL DETAILS

Title:.....

First Name:

Surname.....

Address:.....

.....

.....

Postcode

E mail address:

Home Telephone:

Mobile Telephone:

Do you have a valid driving licence?

YES/NO

Do you have daily access to a car/motor vehicle?

YES/NO



ABILITY TO FULFIL THE CRITERIA SET OUT IN THE PERSON SPECIFICATION

Please tell us here why you are suitable for this post, read the person specification carefully.

It is critical that you address each of these points and provide evidence of being able to satisfy the criteria by using examples from work or life experience. Use the same order as in the person specification, number your responses to those outlined in the person specification.



(continue on separate sheet if necessary)



WORK AND LIFE EXPERIENCE

Please list current and previous employment, work placements, voluntary work and/or relevant life experience, most recent first and provide information on any gaps in employment.

Date to/from	Position held or experience gained	Name of employer/situation



EDUCATION & TRAINING

Formal education/Qualifications:

Date	Setting	Qualification(if any)

Other training or study

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Convictions

This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975. You are asked to declare any convictions. This includes offences which would otherwise be spent under the provisions of the above act. The successful candidate will be required to agree to a police record check. Failure to disclose any convictions which are subsequently stated in a Police Records check may result in dismissal.

Please complete one of the two statements below.

1. I confirm that I have no convictions at or from a court and no pending prosecutions.

(Please sign)

2. Please list below details of convictions:

Date	Offence	Court	Sentence

Signed

An electronic signature is acceptable; you will be requested to sign the form as part of any interview.



FURTHER INFORMATION

References:

Please give the name and address of two people who can comment on your abilities to do this job, but are not related to you. One should be your current or most recent employer, or if this is not relevant, someone able to comment on your work performance.

1. Name	2. Name
Address	Address
.....
.....
Postcode	Postcode
Tel:	Tel:
Position	Position
<input type="checkbox"/>	<input type="checkbox"/>

References for shortlisted candidates may be taken up prior to interview. If you do not wish us to take up a reference from either of your referees at this stage, please indicate by ticking the box.

Any offer of employment will be made subject to satisfactory references.

Declaration:

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of my subsequent contract of employment should one be offered.

Signed Date

An electronic signature is acceptable; you will be requested to sign the form at interview.

Please return this form marked Confidential by email to

E mail applications to recruitment@cloverleaf-advocacy.co.uk

If you require any further information or assistance please call 01924 454875



Please note it will not be practical to acknowledge applications. If you have not been contacted within 4 weeks of submission, unfortunately your application will not have been successful on this occasion.

We will notify you if you have been selected for interview via email. If this is not the most appropriate way to contact you, please provide your preferred contact method below:

.....
.....

If we offer you an interview please indicate at that stage any reasonable adjustments that we need to make to help you.



EQUAL OPPORTUNITIES MONITORING INFORMATION

All applicants are asked to fill in the information below.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

1. I would describe my ethnic origin as: (Please tick)

White British		Dual Heritage Asian and White	
White Irish		Dual Heritage Black Caribbean and White	
Other White Background		Dual Heritage Black Africa and White	
Black/Black British Caribbean		Other Dual Heritage	
Black/Black British African		Chinese	
Other Black background		Yemeni	
Asian/Asian British Indian		Gypsy/Roma	
Asian/Asian British Pakistani		Irish Traveller	
Asian/Asian British Bangladeshi		Other Gypsy or Traveller background	
Asian/Asian British Kashmiri		Other Ethnic background	
Other Asian background		Prefer not to say	

2. How would you describe your religious beliefs?

Christian	
Muslim	
Sikh	
Hindu	
Buddhist	
Atheist	
Agnostic	
Prefer not to say	
Other: (Please state:	



3. Please indicate your gender (please tick)

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
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4. What age are you?

Under 18	<input type="checkbox"/>	45-54	<input type="checkbox"/>
18-25	<input type="checkbox"/>	55-64	<input type="checkbox"/>
25-34	<input type="checkbox"/>	65+	<input type="checkbox"/>
35-44	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

5. How would you describe your sexual orientation?

Heterosexual	<input type="checkbox"/>
Homosexual	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

6. Do you consider yourself to have a disability? (Please tick)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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7. Post applied for Date

8. Where did you see this post advertised?

Thank you.