

Recruitment, Selection and Employment of Staff policy and procedures

Appendix Three: Application Form

|  |
| --- |
| First written – 2016 |
| Last update – 2018 |
| Next update due – 2020 |

Details

Position applied for

First Name

Surname

Address

Telephone no. Day and Evening

Email Address

Where did you hear about this post?

References

Please provide the names and addresses of two referees. One referee should be your current or most recent employer. Your references will normally be taken up if you are invited to an interview.

May we contact your referees before interview?

YES NO

|  |  |
| --- | --- |
| Referee 1  Name  Address  Tel  Position  Relationship to you | Referee 2  Name  Address  Tel  Position  Relationship to you |

|  |
| --- |
| Have you ever been convicted of an offence which is not regarded as spent under the Rehabilitation of Offenders Act 1974?  YES NO |

|  |
| --- |
| Are you related to, or in a relationship with, any other Proud Trust staff or trustee?  YES NO If yes please specify below |

|  |
| --- |
| I declare that the information I have provided in this application form is true and complete. I understand that any false statement or omission renders me liable to dismissal. I also understand that a police check will be required within three months  Signature Date |

Employment

Present or most recent work experience (paid or voluntary)

Position

Date started/left

Salary (if paid)

Reason for leaving

Employers name and address

Employer’s activity

Date you could start work

|  |
| --- |
| Description of duties in most recent work |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment (paid or voluntary, most recent first) | | | | | | | | |
| From | To | Employer | | | | Position and duties | | |
|  |  |  | | | |  | | |
| Education | | | | | | | | |
| School/College/etc | | | From | To | Qualifications | | Grade | Year |
|  | | |  |  |  | |  |  |

Training Courses

|  |  |  |  |
| --- | --- | --- | --- |
| Training Provider | Year | Duration | Course |
|  |  |  |  |

Involvement in Youth, Community and Voluntary Projects

|  |
| --- |
|  |

Supporting Information

Please state how you meet the criteria listed on the Person Specification, giving examples of your experience in each area, where possible. Continue on a separate sheet if necessary.

|  |
| --- |
|  |

*Privacy statement: If you'd like to know how we use the data we collect, please refer to our privacy policy:* [*https://www.theproudtrust.org/wp-content/uploads/download-manager-files/GDPR%20Privacy%20Notice%202018.pdf*](https://www.theproudtrust.org/wp-content/uploads/download-manager-files/GDPR%20Privacy%20Notice%202018.pdf) *(short url:* [*http://bit.ly/proudtrustprivacy*](http://bit.ly/proudtrustprivacy)*)*

THIS WILL BE DETACHED FROM YOUR APPLICATION AND IS FOR MONITORING PURPOSES ONLY

EQUAL OPPORTUNITIES MONITORING

Our policy includes all applicants receiving equal treatment based upon their ability to undertake the job and not upon age, caring responsibilities, class, colour, disability, gender, geographical location, marital status, mental health, nationality, parental status, racial origin, religious belief, sexuality or unrelated criminal conviction.

We would be grateful for your help by completing this monitoring form.

The information you supply will be kept confidential and used only to produce statistics. This page will be kept separate and will not be available to people involved in short listing or interviewing.

Date of Birth

Disability

Are you registered as a disabled person? YES NO

Are you qualified to register but chose not to? YES NO

Do you have a faith?

How would you describe your ethnicity?

Sex

Gender

Sexuality

How would you regard your social class?

Where did you see the post advertised?

