**APPLICATION FOR EMPLOYMENT**

Community CVS strives to be an Equal Opportunities Employer and welcomes applications from all sections of the community.

YOUR PERSONAL DETAILS AND EQUAL OPPORTUNITIES MONITORING INFORMATION WILL BE SEPARATED FROM YOUR APPLICATION AND WILL NOT BE AVAILABLE TO THE SHORTLISTING PANEL. IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998 THE INFORMATION YOU PROVIDE WILL BE USED ONLY FOR THE PURPOSES OF EQUALITY MONITORING AND WILL BE KEPT COMPLETELY CONFIDENTIAL. IF YOUR APPLICATION IS SUCCESSFUL, THE INFORMATION WILL BE TRANSFERRED TO YOUR PERSONAL RECORD HELD ON OUR COMPUTER SYSTEM.

Application for the post of:

Service Area: Job Ref:

Where did you see the vacancy advertised?

**PERSONAL DETAILS**

Surname: Forename(s): Title:

Address for correspondence: Tel / Daytime:

Tel / Evening:

Tel / Mobile:

Email Address:

Date of Birth: Age:

NI No:

Postcode: Do you need a work No Yes

Permit to work in the UK?

**DECLARATION**

By supplying this information, you consent to it being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.

I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the UK.

I declare that the information given on these forms is true, complete and accurate. I understand that by deliberately giving false or incomplete answers, I will be disqualified from this post or, in the event of my appointment, may be dismissed without notice.

Signature: Date:

**EQUALITIES & DIVERSITY MONITORING FORM**

Community CVS is committed to providing equality of opportunity for all. To deliver a fair service we need to know who our applicants are and any of the answers you give will help us to provide a better service and eliminate discrimination of any kind.

**GENDER**

Are you: Female Male

**ETHNIC ORIGIN**

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated below. Would you describe your ethnic origin as:

***White*** British Irish

White Other

***Mixed*** White & Black Caribbean White & Black African

White & Asian Mixed Other

**Asian or Asian British** Indian Pakistani

Bangladeshi Asian / Asian British Other

***Black or Black British*** Caribbean African

Black or Black British Other

***Chinese or other*** Chinese

***ethnic group*** Any other ethnic background (please write below)

**DISABILITY**

The Disability Discrimination Act 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. This includes anybody with progressive illnesses such as cancer (even if you have fully recovered).

Do you consider yourself to have a disability? Yes No

If yes, please give brief details of your disability

Please indicate if you require any reasonable adjustments to be made to enable you to fully participate in the selection process (such as wheelchair access, sign language interpreter etc).

**RELIGION**

Are you: Buddhist Christian Hindu Jewish

Muslim Rastafarian Sikh No Religious

Affiliation

Other (please state)

**SEXUAL ORIENTATION**

Are you: Heterosexual Bisexual Gay / Lesbian Transgender

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**VACANCY DETAILS**

Application for the post of:

Service Area: Job Ref:

**EMPLOYMENT HISTORY**

**PRESENT OR LAST EMPLOYER**

Employers name and address:

Job Title:

Date appointed:

Salary / Wage:

Notice Period:

Date left:

Reason for leaving:

Tel No:

Brief description of present duties and levels of responsibilities (*please attach a copy of your current job description if available)*

**PREVIOUS EMPLOYMENT, WORK EXPERIENCE OR VOLUNTARY WORK**

*(put most recent first)*

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  (From-To) | Name & address of employer | Job title & main duties | Reason for leaving |
|  |  |  |  |

**EDUCATION, QUALIFICATIONS AND TRAINING**

The Person Specification for the job tells you which qualifications are essential or desirable. Please list your relevant qualification in date order. You will be considered for shortlisting only if you have the essential qualifications for the job. If shortlisted, proof of qualifications will be required.

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of study | | Examinations taken (or to be taken) and qualifications gained with grades | Date passed |
|  |  |  |  |

**HIGHER / FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of study | | Examinations taken (or to be taken) and qualifications gained with grades | Date passed |
|  |  |  |  |

**TRAINING COURSES / PROGRAMMES ATTENDED**

|  |  |  |
| --- | --- | --- |
| Date(s) attended | Title of Course | Course Length |
|  |  |  |

**PROFESSIONAL BODIES**

Please give details of any professional bodies or guild or craft associations, together with the level of membership, e.g. Graduate, Associate, Member etc, and the date you were admitted to the body.

**HOW YOU MEET THE PERSON SPECIFICATION**

**This is one of the most important parts of the application form and should be completed carefully as it will be used to determine whether you are shortlisted or not.**

Look at the essential and desirable criteria for the post. These describe the skills, experience, qualifications and abilities which are needed to do the job and both will be used to shortlist. You must be able to show clearly in your form **how you meet the criteria** by providing evidence from your previous experience. For example, if “IT Skills” are a requirement and you use a personal computer at home or work, you may say “I have experience of using word processing and spreadsheet packages (Word and Excel) to write letters and manage my finances, and can use the Internet and send emails”.

Remember that you may refer to relevant examples arising out of domestic responsibilities, or leisure interests, such as membership of societies, voluntary work etc.

You might find it useful to organise your information under the essential and desirable criteria headings used in the Person Specification.

*Continue on a separate sheet if necessary*

**REASON FOR APPLYING**

Please state why you are interested in the post

|  |
| --- |
|  |

**DRIVING LICENCE (if applicable to the post)**

Do you have:

Car Driving Licence Yes No Full Provisional

Do you have use of a car

for work purposes? Yes No

**CRIMINAL CONVICTIONS**

Under the Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not “spent” (for further information see enclosed information). In addition, you are also required to disclose any cautions and binding over orders that you have received in the last twelve months. Failure to do so may render you liable to disciplinary action or dismissal.

Have you any convictions that are not spent under the Rehabilitation of Offenders Act? Yes No

**DISCLOSURE**

Under legislation for the protection of children and vulnerable adults, you may be required to be checked by the Disclosure and Barring Service (previously CRB). If the post you have applied for fits in this category you should read the enclosed guidance.

**REFERENCES**

Please give details of two people who are able to describe your suitability for this post. One should be your present or last employer unless you have not worked before. Do not include relatives or people with whom you live.

Name: Name:

Address: Address:

Tel: Tel:

E-Mail Address: E-Mail Address:

Position: Position:

How long have you known this referee and in what capacity? How long have you known this referee and in what capacity?

Please tick this box if you **do not** wish your referee Please tick this box if you **do not** wish your referee

To be contacted without your prior permission To be contacted without your prior permission

**Please return to:-**

**Job Application**

**Clair Bloomfield – Office Manager**

**Community CVS**

**Boulevard Centre**

**Cathedral Quarter**

**45 Railway Road**

**BLACKBURN**

**BB1 1EZ**

**Or email to;** [**clair.bloomfield@communitycvs.org.uk**](mailto:clair.bloomfield@communitycvs.org.uk) **with the subject heading: Job Application.**

[**www.communitycvs.org.uk**](http://www.bwdcvs.org.uk)