

Post applied for:

Closing date: Interview date:

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1. Personal Details

First name(s): Surname:

Address:

Postcode:

Telephone:

Email address:

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

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Section 2. Current or Most Recent Employment

Name of employer:

Address:

Postcode:

Position held:

Start date:

Brief description of duties (up to 100 words):

Period of notice (if applicable):

Leaving date (if applicable):

Reason for leaving (if applicable):

Current salary (per annum pro rata):

Section 3. Previous Employment (most recent first)

Please give details of paid and any relevant unpaid volunteer roles.

Name of employer:

Town/City:

Position held:

Dates worked:

Brief description of duties (up to 100 words):

Reason for leaving:

Name of employer:

Town/City:

Position held:

Dates worked:

Brief description of duties: (up to 100 words):

Reason for leaving:

Name of employer:

Town/City:

Position held:

Dates worked:

Brief description of duties (up to 100 words):

Reason for leaving:

Name of employer:

Town/City:

Position held:

Dates worked:

Brief description of duties (up to 100 words):

Reason for leaving:

Continue on a separate sheet if necessary

Section 4. Education and Training

Please give details of any qualifications obtained from universities, colleges, schools and training courses which are relevant to your application, in chronological order starting with the most recent.

University/College/School/Other	Course/Qualification	Dates and Grades gained
Title of Training Programme or Course(s), and qualification if any		Duration and Dates

Continue on a separate sheet if necessary

Section 5. Personal statement

What attracted you to the role, and to Action Foundation? (up to 500 words)

Using the *Person Specification* as a guide, please outline how your experience, skills and achievements are relevant to this post and how they meet the requirements of the *Job Description*.

(Up to 1000 words)

A large empty rectangular box with a black border, intended for the applicant to write their response.



Section 6. Protecting Vulnerable Adults

Action Foundation works with vulnerable adults. In seeking to safeguard them, staff are required to have Disclosure and Barring Service (DBS) checks to ensure their suitability for this post.

Do you have any convictions?

Yes

No

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

If yes, please give details: (continue on a separate sheet if necessary)

Section 7. Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

- Yes
 No

If yes, please give details: (continue on a separate sheet if necessary)

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

- Yes
 No

If yes, please give details: (continue on a separate sheet if necessary)

Section 8. Recruitment Monitoring Form

Action Foundation is committed to ensuring that access to its services and opportunities for employment and volunteering is available to all members of the community. To do this, and to monitor the effectiveness of our equal opportunities policy and practice, the organisation needs relevant information about its current and prospective users, volunteers and staff.

We would therefore be very grateful if you would complete this form. Please note, the information you give is strictly confidential and will not influence your application; the completion of the form is entirely voluntary; the questions are entirely about how you classify yourself.

Where did you hear about this post?

What sex are you?

How would you describe your racial group/nationality?

Do you practice/believe a religion/faith?

If yes, which one?

Do you consider yourself to have a disability?

What is your age bracket?

- Under 16
- 16-25
- 26-35
- 36-45
- 46-55
- 56-65
- Over 65

Are you...

- Employed (full-time)
- Employed (part-time)
- Unemployed
- Retired
- Student

Thank you for completing and returning this form.

Section 9. References

Please give the names and addresses of two referees; one should be your most recent employer if applicable. Please do not give members of your family.

Reference 1

Name:

Position:

Relationship to you:

Organisation:

Address:

Postcode:

Telephone:

Email:

Reference 2

Name:

Position:

Relationship to you:

Organisation:

Address:

Postcode:

Telephone:

Email:

Are you willing for this referee to be approached prior to the interview?

- Yes
 No

Are you willing for this referee to be approached prior to the interview?

- Yes
 No

Section 10. Declaration

Statement to be signed by the applicant (a typed signature will be accepted):

All the information given by me on this form is correct to the best of my knowledge.

Signed: Date:

RETURNING THIS FORM

Please return the completed application form to:

Recruitment, Action Foundation, CastleGate, Melbourne Street, Newcastle upon Tyne, NE1 2JQ
Or email to recruitment@actionfoundation.org.uk.