



# Application for Employment



Please refer to the **Application Form Guidance Notes** prior to completing this form.

## Vacancy Details

Post:	
Location:	Post Reference:

## Personal Details

Surname:	First name(s):
Previous surname:	
Address:	Telephone (home):
	Telephone (work):
Postcode:	Mobile:
National Insurance Number:	Do you hold a current driving licence? Yes / No

Are you eligible to work in the U.K. without restriction?	Yes / No *
Are you eligible to work in the U.K. with restriction? *	Yes (please include a copy of your permission to work)
Are you related to any service user or member of staff within Brothers of Charity Services?	Yes / No
If yes please give details:	

We have received the Positive About Disabled People Award and, as part of our commitment, we guarantee an interview for every disabled applicant who meets the essential criteria. If you feel you have a substantial disability, either physical or mental, which is likely to last 12 months or longer, please tick here.

## Present employment (or most recent employment)

Name & Address of Employer:	Telephone:
	Date appointed:
	Notice required:
	Leaving date (if applicable):
Postcode:	Salary & benefits:
Position:	
Reason for leaving / changing:	
Brief outline of duties and responsibilities:	

**Previous employment (most recent first) Please account for breaks in employment \***

From	To	Company / Organisation	Job Title	Reason for leaving

**Education, qualifications and training \***

Schools / Colleges / Universities (including start and end dates)	Qualifications obtained (including grade)

**Details of any other training (e.g. short courses, on-the-job training etc)**

Year	Duration	Course Title (including any qualification obtained)

\* For any further information, please attach a separate sheet

## Supporting Information

It is important to give details of relevant experience and achievements in support of this application. This can include employment and voluntary experience. Pay particular attention to how your experience, knowledge and personal qualities match the requirements of the person specification. You may wish to use the headings in the person specification in order to set out the information clearly.

## Referees

State name, address and occupation of two referees and specify their relationship to you (e.g. line manager, tutor). One of the referees must be your present / last employer and the other should be your next most recent employer for whom you worked longer than three months. Note: Character references will only be accepted when it is not reasonable to obtain another employment reference.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Relationship:		Relationship:	
May we contact prior to interview: Yes / No		May we contact prior to interview: Yes / No	

## Disclosure of criminal background

**Due to the sensitive nature of this post, you are required to disclose details of any criminal record. The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants for this post are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. The post is subject to enhanced or standard disclosure from the Criminal Records Bureau.**

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? This includes motoring convictions but not parking offences. Yes / No

If yes, please give details of offences, penalties and dates.

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.

Please note that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence. Please do not automatically disqualify yourself from applying for the post on the basis that you have a criminal record.

## Declaration

I confirm that the information I have given on this form, which includes 'Disclosure of criminal background', is correct and complete, and that misleading statements may be sufficient for disciplinary action, including dismissal and the cancellation of any offer or agreements made.

I give my permission for this personal information to be stored and processed for the purpose of arriving at a selection decision. I also give permission for the information provided to be used to form the basis of personnel records should I be appointed.

Signed ..... Date: .....

**Please return your completed application form to:**

**HR Department, Lisieux Hall, Dawson Lane, Whittle-le-Woods, Chorley, Lancashire, PR6 7DX**



## EQUALITIES OPPORTUNITIES FORM

**We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, disability, sexual orientation, religion or belief, ethnic origin, marital status or age.**

As part of our commitment to this, the Service collects information from all job applicants on key characteristics which can be related to equal opportunities in employment. The information collected will form a confidential statistical record / database which will not be used for any other purpose than monitoring the Service's performance in respect of equal opportunities.

Please note that the information requested on this form will not be shown to those involved in the selection process. Please return this form with your application form. When received, it will be separated from your application form before consideration for short-listing.

All information given will be treated as strictly confidential.

In each section, please complete the information requested or tick the appropriate box as indicated.

**Job Reference No.**  **Job Title:**

**Date of birth**  **Age**  **Gender** Male  Female  **Nationality**

### Ethnic origin

White British	White Irish	Other white background	
Asian or Asian British - Bangladeshi	Asian or Asian British - Indian	Asian or Asian British - Pakistani	
Chinese	Other Asian background	Black or Black British - Caribbean	
Black or Black British - African	Other black background	Mixed – White & Black Caribbean	
Mixed – White & Black African	Mixed – White & Asian	Other mixed background	
Other ethnic background	Prefer not to say		

### Disability

Do you consider yourself to be disabled, or to have a long-term health related condition that impacts on your ability to carry out normal day-to day-activities? (please tick)	Yes		No	
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**Where did you hear of this vacancy?** \_\_\_\_\_  
(enter name of publication, website or agency)