



## Application for Employment/Volunteering

Position applied for	
How did you find out about the position	

**Personal details** Data Protection Act 1998: Any data about you will be held in secure conditions with access restrictions. Data will also be used for employment monitoring purposes however all data will be kept anonymously. If you are unsuccessful your application will be destroyed after six months. If you are the successful candidate relevant information will be taken from this form and used to form part of your personnel record.

First name (s)	
Surname	
Title	
Address	
Postcode	
Telephone	
Mobile	
Email address	

### **Occupational history:** (please use additional sheets if needed)

Employers name and address	
Job title	
Brief description of duties	
Start and leaving dates	
Reason for leaving	

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**Professional qualifications/member of professional bodies:** (please use additional sheets if needed)

Qualification/level	Awarding body	Date

**Educational qualifications:** (please use additional sheets if needed)

Subjects	School/ college/university	Date

**Training:** (please use additional sheets if needed)

Have you completed any other training that might be relevant for this position?

Training completed	Training provider	Date

**Personal supporting statement :** *Experience, Knowledge, Skills, Personal Qualities and Circumstances*

Please explain how your experience, knowledge and skills meet the role requirements and include any other information you consider relevant.

(please use additional sheets if needed)

**DBS checks** (The Disclosure and Barring Service)

Due to the nature of the work some positions require a DBS check. Are you willing to do this? YES  NO

**References**

Please give the details of two referees. They must not be related to you and one of the referees must be your present or most recent employer or current counselling tutor. Please indicate whether either referee knows you by another name (e.g. due to marriage). References will only be taken up if you are short-listed.

Contact name and address	Job Title, Name of organisation, contact phone number and email address	Known by another name
1.		
2.		

May we contact your Referees if you are short-listed?

Yes  No  please ✓ as appropriate

Do you require a work permit to work in the UK?

Yes  No  please ✓ as appropriate

**Immigration, Asylum and Nationality Act 2006**

Under provisions of the Immigration, Asylum and Nationality Act 2006 employers must ensure that any prospective employee is legally entitled to live and work in the UK . If you are made a provisional offer of this post, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Declaration**

I declare that all in the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or not given relevant details. I consent to the use of this information as outlined above.

**Before returning your completed application form, please sign and date it below:**

Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this form to: Paul Burley**

**Email: [centremanager@shinewatershaftesburycentre.co.uk](mailto:centremanager@shinewatershaftesburycentre.co.uk)**

**Or via hard copy to:**

## **Recruitment Monitoring Form**

The information that you provide on this form will be treated confidentially and will not be used in any part of the selection and interview process.

### **Shinewater Shaftesbury Centre Equal Opportunities Policy**

Shinewater Shaftesbury Centre is an equal opportunities employer. All job applicants are judged solely on their ability to do the job for which they are applying. To ensure that the aims of the policy are being achieved the SSC needs to record certain personal details about applicants. You are therefore requested to provide the monitoring information outlined below which will be treated in the strictest confidence. This information will be held on computer files for the purposes of monitoring the operation of the equal opportunities policy and is subject to the provisions of the Data Protection Act. All unsuccessful application forms will be destroyed after six months.

Post applied for:

Surname

Forename(s)

Date of birth

Male

Female

please ✓ as appropriate

Are you disabled Yes

No

please ✓ as appropriate. If yes please complete Form E

Please tell us how you would describe your ethnic origin by selecting one of the categories below

#### **Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
  
- Any other Asian background

Please specify \_\_\_\_\_

#### **Black or Black British**

- Caribbean
- African
  
- Any other black background

Please specify \_\_\_\_\_

#### **Chinese or Other Ethnic Group**

- Chinese

- Any other ethnic group

Please specify \_\_\_\_\_

#### **Mixed race**

- White and Black Caribbean
- White and Black African
  
- Any other mixed background

Please specify \_\_\_\_\_

#### **White**

- British: England, Scotland wales, N.Ireland
- Irish
  
- Any other white background

Please specify \_\_\_\_\_

## Disabilities Monitoring Form

Shinewater Shaftesbury Centre welcomes applications from candidates with disabilities.

### Disability

Do you consider you have a disability    YES     NO

If yes and you need any arrangements to be made please complete the section below.

**If you consider that you have an impairment that disables you in society (as defined by the Equality Act 2010), please complete the following:**

**Your name:**

### Definition:

Disability is a "protected characteristic" under the Equality Act 2010. A person has a disability if he/she "has a physical or mental impairment, and the impairment has a substantial and long-term negative effect on her/his ability to do normal daily activities."

### Arrangements if selected for interview/selection test:

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to a selection test and interview:

### Arrangements if appointed:

Please give below details of any adjustments which would need to be made in order for you to carry out the duties of the job if appointed:

If you require information to be provided in a different format to enable you to return your application, please contact us on 01323 760654 with details of your requirements.

Please enclose/attach this monitoring form with your submitted application form