



Job Application Form

Post Applied for:

Post Number:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. CV's are not accepted. Applications received after the closing date will not normally be considered.

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

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

No

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

Yes

No

Job Share Details

Are you applying on a job share basis?

Yes

No

Driving License – if relevant to post applied for.

Do you hold a full, clean driving license valid in the UK?

Yes

No

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

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Present salary:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please give details of both paid and unpaid (Community/Voluntary) work and experience beginning with your current or last job or Community/Voluntary work. Please continue on a separate sheet if necessary.

Name of Employer:

Address:

Postcode

Position Held:

Length of employment: 1 year

Summary of duties:

Reason for leaving

Name of Employer:

Address:

Postcode

Position Held:

Length of employment:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Position Held: **Length of employment:**

Summary of duties:

Reason for leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Section 5 Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details
Membership of any Professional / Technical Associations- Please state level of Membership:	

Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on-the-job training as well as formal courses.

Title of Training Program or Course(s)	Duration of Course(s)

Continue on a separate sheet if necessary

Section 6 Abilities, skills, knowledge and experience.

Please outline the skills and experience you would bring to this post using the headings outlined in the person specification. Numbering each point ensures clarity - continue on a separate sheet if you wish (but no more than two sides of A4)

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders' act 1974? Yes No

If yes, please give details / dates of offence(s) and sentence:

Protecting Children and Vulnerable Adults

For the Protection of Children and Vulnerable Adults (if it applies to this post), if successful, you will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record.

Section 8 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. 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:

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:

Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Reference 2	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

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

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

Unfortunately applicants who do not hear from us must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

We always treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

Longhill Link-Up Trust
St Margaret's Church,
Shannon Road
HULL
HU8 9PD

By E-Mail:

enquiries@linkuptrust.org

Enquiries:

Telephone: 01482 707680

Fax 01482 795040

www.linkuptrust.org

**PLEASE MARK YOUR ENVELOPE 'PRIVATE & CONFIDENTIAL JOB APPLICATION'.
PLEASE ALSO NOTE THAT CV's ARE NOT ACCEPTED.**

Section 11 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

F. I do not wish to provide this information

Recruitment Monitoring Form continued

Gender

Male

Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

--

Present Status

Internal Applicant

External Applicant

Media

Please state where you saw this post advertised

--

For Office Use Only:

Start Date:
