

Please note: we will short list on the basis of the information contained in this application form only. Please do not send your CV.



**MANOR&CASTLE
DEVELOPMENT TRUST**

together we make the difference

Application for Employment

Please complete all sections of this form
(in black ink or typed)



1. POST DETAILS

Post applied for:

2. PERSONAL DETAILS

Name:

Address:

.....

.....

..... post code:

Telephone No (daytime):

evening:

email:

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APP. NO

DATE
RECEIVEDDATE
REFERENCE
SOUGHTDATE
INTERVIEWEDDATE
OFFER
MADE**3. PRESENT EMPLOYMENT** *(or details of your most recent relevant employment)*

Job title:

Name and address of employer:

.....

.....

Grade/salary:

Date started:

Notice required:

Reason for leaving:

4. DUTIES & RESPONSIBILITIES *(of most recent employment above)***Office use only**

App No:

5. EMPLOYMENT HISTORY *(start with the most recent first)*

Dates	Employers name and address	Position held, salary, brief description of duties and reason for leaving

6. OTHER RELEVANT WORK *(This may include work experience, voluntary or unpaid work)*

Dates	Details, including organisations

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7. EDUCATION AND QUALIFICATIONS

(Include details of the schools, colleges and universities you have attended, with relevant date and qualifications gained.)

School, college or university	Qualifications (including grades)

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7a COURSES ATTENDED AND OTHER TRAINING

(Include details of all training you have had, including courses which did not result in qualifications e.g. assertiveness or equal opportunities training.)

Date	Details

8. REFEREES

List below the name and addresses of two independent referees, one of whom should be your most recent employer (if applicable).

<p>1</p> <p>Name:</p> <p>Relationship:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Post code:</p> <p>Telephone:</p>	<p>2</p> <p>Name:</p> <p>Relationship:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Post code:</p> <p>Telephone:</p>
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Can referees be contacted now? YES NO

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9. SUPPORTING STATEMENT

The skills and experience for this post will have been gained in either a paid or voluntary work capacity. Please use the space below to explain why you are suitable for this post – making sure you address the requirements detailed on the personal specification. You may continue on an additional sheet if necessary.

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10. ADDITIONAL INFORMATION

The information you give us in this section will not be used during the shortlisting stage of recruitment.

Do you hold a full driving licence? YES NO

If yes, do you have any current endorsements? YES NO

Do you have any condition or disability which may affect your ability to do the job, and/or require us to make reasonable adjustments?
YES NO

If yes, please give details, including any adjustments required both in respect of the job and the interview.

.....
.....
.....

Would you like to job share this post? YES NO

If yes, do you have a possible job share partner? YES NO

If yes, please give their name:

Are you related to any person currently employed at the Trust?
YES NO

If yes, whom:

11. DECLARATION

I confirm that the information given in this application is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding information may result in disciplinary action, including dismissal.

Name(print):

Signature:

Date:

Note: In line with statutory guidelines we keep your details for 12 months in case of other suitable vacancies becoming available. If you do not want us to keep your information please tick here:

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EQUAL OPPORTUNITIES

The Trust operates a policy of Equal Opportunities in all aspects of recruitment, employment, development and promotion. All candidates will receive fair and equal consideration.

The Trust needs to assess how well its recruitment procedures work in practice and it would be helpful if you would answer the questions below and return this sheet with your application.

	D	M	Y
Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender: Male Female

DISABILITY

Do you consider yourself to have a disability? YES NO

ETHNIC GROUP

Please tick the box you feel best describes your ethnic group

<p>White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/></p> <p><i>please specify</i></p>	<p>Mixed</p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>Any other Mixed background: <input type="checkbox"/></p> <p><i>please specify:</i></p>
<p>Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background: <input type="checkbox"/></p> <p><i>Please specify</i></p>	<p>Black or Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background: <input type="checkbox"/></p> <p><i>please specify:</i></p>
<p>Chinese, Yemeni or other ethnic group</p> <p>Chinese: <input type="checkbox"/></p> <p>Yemeni: <input type="checkbox"/></p> <p>Any other: <input type="checkbox"/></p> <p><i>Please specify:</i></p>	
<p>How did you become aware of this vacancy?</p> <p>National press <input type="checkbox"/> Job centre <input type="checkbox"/></p> <p>Local press <input type="checkbox"/> Website <input type="checkbox"/></p> <p>Other</p>	

Office Use only *delete as appropriate*

APPOINTED / SHORTLISTED / UNSUCCESSFUL APPLICANT	App No:	
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CONVICTIONS

In this post you will come into contact with children and other vulnerable people. As a result, this post is exempt from the Rehabilitation of Offenders Act 1974. This means that you have to tell us of any convictions you may have, even if they are spent.

Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent?

YES

NO

If yes, please give details below, date of caution; bind over or conviction; Court; type of offence and sentence imposed or type of conviction pending.

NOTE

1. You are advised that under the provision of the rehabilitation of Offenders Act 1974, (Exceptions) Amendment Order 1986 a person should declare all convictions where working with children/vulnerable.
2. Telling us about a conviction does not automatically exclude applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of work for which they have applied.
3. The information provided will be treated as strictly confidential and will be considered only in relation to this job application.

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