

APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Please return your completed application form by email to:
sue@didsburygoodneighbours.org.uk

Deadline for applications: **Monday 31st May at 12 noon.**

This form should be completed in black ink or type. All personal details will be treated in confidence.

Please ensure all sections of the form are fully completed.

Older People's Digital Inclusion Officer

Post Applied for

SECTION 1 - PERSONAL DETAILS

First Name (s) _____ Surname _____

Address _____

_____ Postcode _____

_____ National Insurance No. _____

Phone (Home) _____ Phone (Work) _____

Mobile _____ Please specify preferred contact number _____

Where did you see this role advertised?

SECTION 2 - WORK EXPERIENCE

Present or most recent employment:

<u>Job Title</u>	<u>Employer Name and Address</u>	<u>Main Duties</u>	<u>Reason for Leaving</u>	<u>Dates of Employment</u>

How much notice are you required to give your current employer?

--

Please list previous employment; this section can include voluntary work.

<u>Job Title</u>	<u>Employer Name</u>	<u>Main Duties</u>	<u>Reason for Leaving</u>	<u>Dates of Employment</u>

SECTION 3 - EDUCATION AND TRAINING

Please list all relevant educational and training qualifications - copies of certificates may be requested if you are shortlisted for interview (please do not send them with your application).

<u>School or College</u>	<u>Date of qualification(s)</u>	<u>Qualification(s)</u>	<u>Grade</u>

SECTION 4 - LETTER OF APPLICATION

Please continue on a separate sheet if necessary (no more than 2 sheets of A4 in total)

To be shortlisted for interview you are required to demonstrate the skills, knowledge and experience of all aspects of the person specification.

SECTION 5 - REFERENCES

Please give full contact details for two referees, one of which should be your current or most recent employer. Relatives are not acceptable.

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Postcode</u>	<u>Telephone Number</u>	<u>Email</u>

Can we contact this referee prior to an offer of employment? YES NO

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Postcode</u>	<u>Telephone Number</u>	<u>Email</u>

Can we contact this referee prior to an offer of employment? YES NO

SECTION 6 - DECLARATION

Please give details of any criminal convictions. All Ladybarn Community Hub employees come into regular contact with children and vulnerable adults therefore posts are exempt from the Rehabilitation of Offenders Act 1974. Please give details of any convictions and, if relevant, details of any bankruptcy proceedings against you.

I confirm that the above information is true, accurate and complete and that any misrepresentation may invalidate my application or lead to my summary dismissal after appointment.

Signed _____ Date _____

EQUAL OPPORTUNITIES MONITORING FORM

This form should not be attached to your application for employment form. It should be placed in a separate envelope and returned with your application. Completion of this form is not compulsory.

AGE

Under 18

18-25

26-35

36-45

46-55

55+

ETHNICITY

White European

Black African

Black Caribbean

Black Other

Pakistani

Bangladeshi

Asian Other

Chinese

Indian

Other

GENDER

Male

Female

Transgender

DO YOU HAVE A DISABILITY?

Yes No

If yes, are you registered disabled?

Yes No

PLEASE INDICATE YOUR CURRENT JOB STATUS

Employed

In education

Retired

Unemployed
(less than 6 months)

Unemployed
(over 6 months)

Other benefits

ARE YOU A PARENT?

Yes No