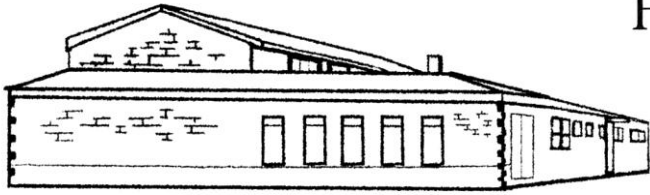


CONFIDENTIAL APPLICATION FOR EMPLOYMENT



Hanham Community Centre

High St, Hanham, Bristol. BS15 3EJ

Tel: 0117 9674439

admin@hanhamcentre.org

All applicants must complete the form in full - CVs will only be accepted as supporting information. As a charity we strive to conserve our resources, we therefore will not write to unsuccessful applicants – if you do not hear from us within three weeks, you may assume your application was not successful at this time. Please also indicate any dates you cannot attend for interview.

1 POSITION APPLIED FOR:

2 PERSONAL DETAILS

Surname: Forename(s):

Address:

Postcode: Marital Status Age

Telephone Home: Business:

Mobile No: e-mail:

National Insurance No:

Do you have any other Employment? Yes No

Do you need a work permit to work in the UK? Yes No

(If yes you may be contacted about this)

3 EDUCATION AND TRAINING

| University, College and Schools (latest First) | Dates | | Qualification(s) | |
|--|-------|----|------------------|-----------|
| | From | To | Subject(s) | Result(s) |
| | | | | |

| Name of professional body/ organisation | Date | Course(s) | Qualification(s) Result (s) (if relevant) |
|---|------|-----------|---|
| | | | |

Please note we may require evidence of all qualifications.

4 CURRENT/ PREVIOUS EMPLOYMENT

Please include details of your previous employment, beginning with your most recent post.

Previous/ present employer :

Address:

Postcode:

Starting date:

Current/ finishing salary

£ hr

Leaving date/
notice required:

Job title:

Brief outline of duties and responsibilities:

Reason for leaving /seeking to leave:

5 EMPLOYMENT HISTORY
(Please indicate leaving salary and reasons for leaving)

| Date | | Name and address of organisation | Details of role or tasks undertaken |
|------|----|----------------------------------|-------------------------------------|
| From | To | | |
| | | | |

6 Have you ever left a position of employment for any reason other than voluntary resignation or redundancy?

Yes

No

If yes please provide details:

7 INTEREST/HOBBIES

8 COMMUNITY/VOLUNTEER EXPERIENCE
(Including public office e.g. JP, Local Councillor etc.)

| Date | | Name and address of organisation | Details of role or tasks undertaken |
|------|----|----------------------------------|-------------------------------------|
| From | To | | |
| | | | |

9 REFERENCES

Any offer of employment is subject to the receipt of **two employer references** deemed satisfactory by the HCC, **one of which should be your current employer**. References must be received prior to commencement of employment.

| | | | |
|--------------|----------------------|--------------|----------------------|
| Name | <input type="text"/> | Name | <input type="text"/> |
| Position | <input type="text"/> | Position | <input type="text"/> |
| Company Name | <input type="text"/> | Company Name | <input type="text"/> |
| Address | <input type="text"/> | Address | <input type="text"/> |
| Tel No: | <input type="text"/> | Tel No: | <input type="text"/> |
| E-mail | <input type="text"/> | E-Mail | <input type="text"/> |

May we contact your referees before offering you an interview?

Yes **No**

10 HEALTH / MEDICAL HISTORY

How many days have you been absent from work through illness or injury in the last 2 years?

days please give details.

Do you suffer from any of the following illness or any long-term conditions that may impact your ability to undertake this position? [Back pain, XXX]

Please give details.

Please note from 1st April 2007 all HCC premises will be No Smoking

11 CRIMINAL CONVICTIONS

Positions applied for may be subject to a satisfactory Criminal Records Bureau Disclosure. You should be aware that in applying for a position at the HCC, you are required to declare any convictions that would otherwise be considered as "spent" under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Have you ever been cautioned or convicted of a criminal offence?

Yes

No

If yes to either question, please provide details

12 STATEMENT – SKILLS, EXPERIENCE

Please use the space below to make a statement in support of your application which demonstrates the experience, skills, and qualities which you would bring to the post applied for. You may attach additional sheets if required. *For example – Why did you apply for this post? Why would you be suitable?*

13 RECRUITMENT POLICY

It is the HCC's policy to seek to employ the most suitably qualified person for a vacancy and to provide equal opportunity in the recruitment and selection process and in the advancement of employees. Promotion and training opportunities are actively encouraged and we will not discriminate or treat less favourably any person because of their race, colour, national origin, gender, marital status, disability, sexual orientation or religion.

DECLARATION

I confirm that the information provided on this form is, to the best of my knowledge, true and complete. I understand that false or deliberately misleading statement or omission(s) may be sufficient cause for rejection of my application or my dismissal if employed.

Data Protection

I understand that the information given on this form will be used by the HFC for:

- i) The purpose of processing my application of employment
- ii) The monitoring of our recruitment processes; and if successful
- iii) recording information relevant to my employment

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by section 2 of the Data Protection Act 1998. I hereby consent to the processing by the Charity for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Signed

Date

Hanham Community Centre is a Registered CIO Charity (No. 1152575)

Equal Opportunities

This page will be detached prior to the selection interview

The Hanham Community Centre is committed to continuing to develop its Equal Opportunities Policy to ensure that all job applicants are treated fairly. In order to monitor the operation of this policy, it is necessary to collect information from all applicants.

This section of the application form will be used only to monitor the operation of the Equal Opportunities Policy and will be destroyed no later than 6 months after the recruitment process is complete. The following information will not be available to the short listing panel and forms no part of the selection process. Should you choose not to complete this section, your application will not be affected.

1. What is your gender?

Male Female

2. What is your date of birth?

Day Month Year

3. Do you consider that you have a disability or long term adverse health condition

Please specify

4. Do you need any special facilities to help you attend an interview or perform the job?

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

5. Choose one section A to E, then tick the appropriate box to indicate your cultural background

A White

- British
 Irish
 Any Other white background
Please specify

B Mixed

- White and Black Caribbean
 White and Black African
 White and Asian

Any other Mixed background
Please specify

C Asian or Asian British

- Bangladesh
 Chinese
 Indian
 Pakistani
 Any other Asian background
Please specify

D Black or Black British

- African
 American
 British
 Caribbean
 Any other Black background
Please specify

6. How did you hear about the vacancy?

Position applied for :