

Southmead Development Trust Application for Employment

Information for applicants:

CV's will not be accepted.

All sections of the form must be completed.

Please complete in black pen to aid photocopying.

Position applied for:

How did you find out about the vacancy?

Personal Details

Southmead Development Trust is an Equal Opportunities employer and is working towards making sure that the workforce fairly represents all sections of the community.

All the information on this sheet is strictly confidential.

Full name:

Address (including postcode):

Telephone numbers (including area code):

Home:

Daytime:

Mobile:

e-mail address:

National Insurance No:

Details of current or most recent employment (this may be paid or unpaid)

Job Title:

Salary:

Brief description of job and main duties:

Start date in this job:

End date:
(if appropriate)

Name and address of employer:

Postcode:

Telephone Number:

How much notice do you need to give?

Education and Qualifications

Applicants offered a post will be asked to verify their qualifications on appointment

Secondary schools and/or colleges attended	Full or part time	From	To	Exams passed and qualifications gained (including NVQs) including grades

Training (e.g. short courses; further development)

Course Title	Date	Qualification (if appropriate)

Previous employers including voluntary positions

Employer name and address	Start/end dates of employment	Salary	Job Title and Brief Description of Duties/Responsibilities

(Please continue on a separate sheet if necessary)

Further Information

Using the essential and desirable criteria listed on the person specification as headings, please say how your knowledge, skills and previous experience (paid or unpaid) are relevant to this post.

(Please continue on a separate sheet if necessary)

PERSONAL REFERENCES

Please give the names and addresses of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer.

(If you do not wish your referees to be approached at this stage, you should request this in writing with reasons)

Name		Name	
Job Title		Job Title	
Relation to you		Relation to you	
Address		Address	
Tel No		Tel No	
Fax		Fax	
e-mail		e-mail	
I am happy for them to be contacted before job offer is made: Yes / No (please circle)		I am happy for them to be contacted before job offer is made: Yes / No (please circle)	

If short-listed for an interview, please give any days/dates when you would NOT be available:

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Do you require a work permit to work in this country? Yes / No

If you have ticked yes, do you have a valid work permit? Yes / No

REHABILITATION OF OFFENDERS

Southmead Development Trust is committed to working within the Rehabilitation of Offenders Act 1974. We will ensure that decisions on the employment of new staff members are made which balance the safety of service users with good practice on employing ex-offenders. Do you have any unspent convictions to declare which may be of relevance to the position for which you are applying?
 DBS checks may be completed prior to a contract of employment being offered. Non disclosure of any relevant information on this form could lead to the offer of a post being withdrawn.

Declaration

Please note that any false claim may make this application void. If employment has begun, you may be dismissed.

'I declare that the information contained in this application is correct'.

Signed:

Date:

Equal Opportunities Monitoring

To assist us in applying good practice in Equal Opportunities and for monitoring only, please provide the details requested below.

This information will not be used by those involved in selection procedures, and will be kept separate on receipt and treated as confidential by our Personnel Staff. All equal opportunities forms will be analysed after the selection process is complete as part of our equal opportunities monitoring.

1 How would you describe your ethnic origin

White British

Eastern European

Black

White Irish

Mixed race

Gypsy or Irish Traveller

Asian

Other (please describe) _____

2 Gender

Male

Female

3 Do you consider yourself to be a disabled person?

Yes

No

If yes, please give brief details: _____

4 What is your date of birth? _____