APPLICATION FOR EMPLOYMENT

***Return this form to:*** [hannah@blackcountrytogether.info](mailto:hannah@blackcountrytogether.info)

Please complete this form accurately and in full as it forms the initial stage in the selection procedure. **PLEASE NOTE**: **Make sure that you show us how you fit the Person Specification, since this is how we will decide who to call for interview.**

|  |
| --- |
| **Application for the post of: Project Administrator** |
|  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Initial(s) of other name(s): |
| Address: |
| Telephone: |
| Home: |
| Work: |
| Postcode: | May we contact you there? |
|  |
| Email address: | |

**Declaration**

I certify that to the best my knowledge the information I have given is correct. (Providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

Signature: Date:

|  |
| --- |
| **Please return to**: [hannah@blackcountrytogether.info](mailto:hannah@blackcountrytogether.info) **By 5pm 1st October 2018** |

**Please remember to complete and return the Equal Opportunity Monitoring form.**

**The personal information requested above and on the equal opportunity monitoring form will be kept securely and not made available to anyone before or during shortlisting to ensure that only your abilities, experience, training and qualifications are considered. All unsuccessful application forms are destroyed after six months.**

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FOR OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| Our ref: |  | ***Strictly private and confidential*** |

**EDUCATION / TRAINING / QUALIFICATIONS**

Please give details of all nationally recognised qualifications awarded/results awaited; from GCSE advanced level to further degree level or the equivalent in chronological order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attended** | | **Name of School/College** | **Qualifications** | **Grade/Level** |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** |
|  |  |  |  |  |
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**RELEVANT NON-QUALIFICATION LEARNING**

Please tell us about other relevant learning that you have taken part in such as courses, mentoring etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attended** | | **Name of School/College** | **Qualifications** | **Grade/Level** |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** |  |  |  |
|  |  | es, |  |  |

(continue on a separate sheet if necessary – please make sure you put your initials on each extra sheet)

|  |  |
| --- | --- |
| Membership of professional bodies | **YES**  **NO** |

**PRESENT / LAST EMPLOYMENT**

|  |  |
| --- | --- |
| Name of the organisation: |  |

|  |  |
| --- | --- |
| Address: | Job Title: |
| Salary: |
| Date appointed: |
| Postcode: | Notice required/Date left: |
| Reason for leaving: | |

|  |
| --- |
| Please describe your duties and responsibilities:      (continue on a separate sheet if necessary – please make sure you put your initials on each extra sheet) |

**PAST EMPLOYMENT (MOST RECENT FIRST)**

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Address: | Telephone: |
| Job title: |
| Date appointed: |
| Postcode: | Date left: |
| Reason for leaving: | |
| Brief details of duties and achievements:  I was | |

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Address: | Telephone: |
| Job title: |
| Date appointed: |
| Postcode: | Date left: |
| Reason for leaving: | |
| Details of duties and achievements: | |

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Address: | Telephone: |
| Job title: |
| Date appointed: |
| Postcode: | Date left: |
| Reason for leaving: | |
| Brief Details of duties and achievements: | |

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Address: | Telephone: |
| Job title: |
| Date appointed: |
| Postcode: | Date left: |
| Reason for leaving: | |
| Brief Details of duties and achievements: | |

(continue on a separate sheet if necessary – please make sure you put your initials on each extra sheet)

**EXPERIENCE**

|  |
| --- |
| * Please give details of your experience, special knowledge, skills, personal qualities and motivation which are relevant to this particular job, together with any other information including leisure interest, activities and community work to which you may wish to draw attention. * **MAKE SURE YOU HAVE READ THE GUIDELINES BEFORE COMPLETING THIS SECTION – THIS IS WHERE MOST APPLICATIONS SUCCEED OR FALL SHORT.**   (continue on a separate sheet if necessary – please make sure you put your initials on each extra sheet) |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give names, addresses and status of two referees who can comment as to your suitability for the post. If possible, at least one reference should be from your present/last employer. | | | |
| **First Reference (Current or most recent employer)** | | **Second Reference** | |
| Organisation: |  | Organisation: |  |
| Name and Job Title: |  | Name and Job title: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Telephone: |  | Telephone: |  |
| Relationship to you: |  | Relationship to you: |  |
| Email address: |  | Email address: |  |
| Do you wish to be consulted before this referee is approached?  **YES  NO** | | Do you wish to be consulted before this referee is approached?  **YES  NO** | |

**CRIMINAL CONVICTIONS**

|  |
| --- |
| **PLEASE NOTE THAT,** if appropriate to the post, we will request a Disclosure and Barring Service check. Appointment will be subject to this being satisfactory. |
| Please give details of any unspent convictions: |
| Are you barred from working with children/adults at risk?  **YES**  **NO** |

The information given in this form will form part of the contract of employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information, including sickness absence you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 4 months.

EQUAL OPPORTUNITY MONITORING

***Return this form to:*** [bbo@blackcountrytogether.info](mailto:bbo@blackcountrytogether.info)

|  |  |  |
| --- | --- | --- |
| Our ref: |  | ***Strictly private and confidential*** |

Black Country Together is working towards being an equal opportunities employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer.

THIS FORM IS CONFIDENTIAL AND WILL NOT BE SEEN BY THE SELECTION PANEL. However, it forms an integral part of the application form and must be completed in full and accurately. The information will be used only to help us monitor our equal opportunity policy in our recruitment and selection procedures.

|  |
| --- |
|  |

Post applied for:

**Please tick one box in each section**

**Ethnic Group**

**White**

|  |  |
| --- | --- |
| English |  |
| Scottish |  |
| Welsh |  |
| Irish |  |
| Any other white background |  |

**Mixed**

|  |  |
| --- | --- |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background |  |

**Asian or Asian British**

|  |  |
| --- | --- |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |

**Black or Black British**

|  |  |
| --- | --- |
| Caribbean |  |
| African |  |
| Any other Black/African/  Caribbean background |  |

**Sexual Orientation**

|  |  |
| --- | --- |
| Heterosexual |  |
| Bisexual |  |
| Gay man |  |
| Gay woman |  |
| Other |  |
| Prefer not to say |  |

**Age Range**

|  |  |
| --- | --- |
| Under 25 |  |
| 25-34 |  |
| 35-49 |  |
| 50-65 |  |
| Over 65 |  |

**Gender**

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Trans |  |

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**What is your religion or belief?**

|  |  |
| --- | --- |
| No religion |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |

**What is your current working pattern?**

|  |  |
| --- | --- |
| Full-time |  |
| Part-time |  |
| Prefer not to say |  |

**Do you have caring responsibilities?**

**If yes please tick all that apply**

|  |  |
| --- | --- |
| None |  |
| Primary carer of a child/children (under 18) |  |
| Primary carer of disabled child/children |  |
| Primary carer of disabled adult (18+) |  |
| Primary carer of older person (65+) |  |
| Secondary carer |  |
| Prefer not to say |  |

**Where did you see this vacancy advertised?**

**Please state:**

|  |
| --- |
|  |

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.**

**Thank you for completing this form.**