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Recent photo

**PRIVATE & CONFIDENTIAL**

Sturts Community Trust welcomes applications from all sectors of the community irrespective of age, race, sex or disability. Please complete the form carefully, as the information which you give will be used to select applicants to be short listed.

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| **Post Applied For:** |

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| **PERSONAL DETAILS** | |
| Surname: | First Name (s) |
| Preferred title: Mr / Mrs / Miss / Ms | |
| Address: | |
|  | Post code: |
| Telephone No: | Mobile: |
| Work: | May we contact you at work? YES / NO |
| Email address: | |

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| **OTHER INFORMATION** |
| Are you related to any council member, volunteer or employee of Sturts Community Trust? YES / NO  If YES please give details:  The Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1097 and the ROA (Exceptions Amendment) Order 1988 require the disclosure of criminal offences which, in other circumstances, could be considered “spent”, where the work involves contact with vulnerable people. The existence of a criminal record will not automatically debar you from employment with Sturts Farm BUT failure to disclose such information can lead to dismissal.  Do you have any criminal convictions, either spent or unspent? YES / NO  If YES please give details: |
| **WORK PERMIT** |
| Do you require a work permit? YES/NO |
| National Insurance Number ....................................................................  Please note that we will check your right to work in the UK.  If invited for interview, please bring with you a valid passport, if you do not have one please inform us. |

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| **EDUCATION (continue of separate sheet if necessary)** | | | |
| **Name of School/College/University** | **Qualification** | **Grade** | **Date Awarded** |
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| **TRAINING (continue on separate sheet if necessary)** | | | |
| **Name of Organisation** | **Subject** | **Length of Course** | **Date** |
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| **PRESENT EMPLOYMENT (or most recent if not currently working)** | |
| Employers Name: | Job Title: |
| Employers Address: | |
|  | Post code: |
| Date Appointed: | Period of Notice: |
| Date Left (if applicable) | Salary: |
| Reason for Leaving: | |
| Please give a brief description of your main duties and responsibilities:        ....................................................................................................................................................  ....................................................................................................................................................  ................................................................................................................................................... | |

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| **Please give details of your employment during the last 10 years, starting with your presents or most recent position.** | | | | |
| **Date From/to** | **Employers Name & Address** | **Job Title & Brief Description of Duties** | **Salary** | **Reason for Leaving** |
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| **RELEVANT EXPERIENCE** |
| A job description was included in the information sent to you, which details the knowledge, skills and attributes required for the position. In support of your application please can you give details, including examples where possible, which demonstrate your knowledge, skills and attributes relevant to the job description, and why you are interested in this position. |

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| **REFERENCES**  Please give details of two referees. One of these must be your present employer or most recent employer if you are not currently working. The second should preferably be a previous employer or someone who can comment on your suitability for this job. | |
| **Reference 1:** | |
| Name: | Position: |
| Organisation: | |
| Address: | |
|  | Post code: |
| Telephone No: | Email: |
| Capacity in which known: | |
| May we contact them prior to interview: YES / NO | |
| **Reference 2** | |
| Name: | Position: |
| Organisation: | |
| Address: | |
|  | Post code: |
| Telephone No: | Email: |
| Capacity in which known: | |
| May we contact them prior to interview: YES / NO | |

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| **DRIVING LICENCE** |
| Do you hold a valid driving licence?: YES / NO  Do you have your own transport? YES / NO  Do you have any current endorsements? YES / NO If YES please provide details |

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| **INTERVIEW ARRANGEMENTS** |
| If short listed for interview are there any arrangements which we can make for you, e.g. wheelchair access: YES / NO  If YES please give details |

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| **DECLARATION** |
| I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I understand that any appointment is subject to an interview, satisfactory references and a satisfactory Criminal Records Bureau report.  Signed: Date:  Please return the completed application pack to:  Sturts Community Trust  Three Cross Road  West Moors  Ferndown  Dorset  BH22 0NF |

**STURTS COMMUNITY TRUST**

**EQUAL OPPORTUNITIES MONITORING FORM**

Sturts Community Trust believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice which is why we want to monitor our recruitment procedures. We will separate this form from the application form. This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection legislation. It will not be taken into consideration in the recruitment process.

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| Position applied for: |  | |  |
| Where did you see the vacancy advertised? | |  |  |
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| Surname: | |  | | | | First names(s) | | | |  | | | | |  | |
| Gender: | | Male / Female | | | | Nationality: | | | |  | | | | |  | |
| Which age group do you belong to? | | | | | | | | | | | | | | | | |
| 16-25 |  | | 26-35 |  | 36-45 | |  | 46-55 |  | | 56-65 |  | 65+ |  | |  |
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| **1. How would you describe your ethnic origin?** | | | | | |
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| **WHITE** | | | **BLACK OR BLACK BRITISH** | | |
|  | | | | | |
| British |  |  | Caribbean |  |  |
|  | | | | | |
| Irish |  |  | African |  |  |
|  | | | | | |
| Other white background |  |  | Other black background |  |  |
|  | | | | | |
| **ASIAN OR ASIAN BRITISH** | | | **MIXED** | | |
|  | | | | | |
| Indian |  |  | White and black Caribbean |  |  |
|  | | | | | |
| Pakistani |  |  | White and black African |  |  |
|  | | | | | |
| Bangladeshi |  |  | White and Asian |  |  |
|  | | | | | |
| Other Asian background |  |  | Other mixed background |  |  |
|  | | | | | |
| British |  |  | Caribbean |  |  |
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| **CHINESE OR OTHER ETHNIC GROUP** | | | | | |
|  | | | | | |
| Chinese |  |  | | | |
|  | | | | | |
| Other background |  |  | | | |
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| **2. Do you consider yourself to have a disability?** | | | | | | | | |
| Yes | |  | No |  |  | | | |
|  | | | | | | | | |
| **3. Do you have a disability as defined by the Disability Discrimination Act?** | | | | | | | | |
| Yes | |  | No |  | Don’t know | |  |  |
|  | | | | | | | | |
| **4. How would you describe your religion?** | | | | | | | | |
| My faith is |  | | | | |  | | |
|  | | | | | | | | |
| I am not religious | | | | | | | | |

Thank you for your help