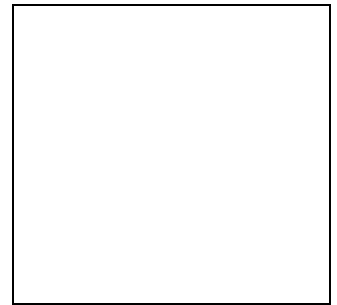




APPLICATION FOR EMPLOYMENT



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.

Post Applied For:

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:



APPLICATION FOR EMPLOYMENT

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

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:

.....
.....
.....
.....
.....
.....
.....



APPLICATION FOR EMPLOYMENT

RELEVANT EXPERIENCE



APPLICATION FOR EMPLOYMENT

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

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

.....



APPLICATION FOR EMPLOYMENT

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

.....

.....

.....

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



APPLICATION FOR EMPLOYMENT

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.

Position applied for: _____

Where did you see the vacancy advertised? _____

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+

1. How would you describe your ethnic origin?

WHITE

British

Irish

Other white background

ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Other Asian background

British

CHINESE OR OTHER ETHNIC GROUP

Chinese

Other background

BLACK OR BLACK BRITISH

Caribbean

African

Other black background

MIXED

White and black Caribbean

White and black African

White and Asian

Other mixed background

Caribbean



APPLICATION FOR EMPLOYMENT

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