**Employment Application Form**

The information you provide in relation to your application will be held in accordance with the Data Protection Act 1998 and will be used by Heads Up Leicester Limited and its agents to enable us to recruit and manage staff and to monitor our commitment to diversity and equality of opportunity. We may need to discuss this information with other agencies and organisations. However, we need your consent to do this. By completing this form, you are consenting to Heads Up recording and sharing relevant sensitive personal information about you.

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you hear about this vacancy? |  |
| Surname or family name |  |
| First Name (s) |  |
| Home address, including postcode |  |
| Address for correspondence (if different from home address) |  |
| Telephone (day) |  |
| Telephone (evening) |  |
| Telephone (mobile) |  |
| Email |  |

**Employment status and history**

Are you legally entitled to work in the UK (Heads Up reserves the right to verify this)? Please place an X in the appropriate box:

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

Tell us about your last 10 years’ work history. Please put your present or most recent employer first and include any voluntary work. Add additional rows if necessary**.**

**Please explain any gaps between employments.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name, address, phone no. and type of business** | **Your job title and main responsibilities** | **No. of hours a week** | **Dates from and to** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Qualifications**

Please tell us about your qualifications, from your final school year onwards. Include any qualifications which are specific to the role you have applied for. Add more rows if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment (school, college, university etc)** | **Qualification** | **Subject** | **Grade** | **Date achieved** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Evidence that you fulfil the criteria on the Person Specification**

Please show us how you fulfil each of the criteria listed on the Person Specification. Please be concise in your answers.

[start typing underneath this sentence, there is no box to type into]

**References**

Please give the names of employment references who can comment on your suitability for employment. References must cover each of your employers within the most recent two years of your employment. We normally ask for references from at least two referees. One must be your current or last employer, or if you have not been employed, your schools head teacher, college tutor, placement supervisor, or someone who knows your voluntary work. Referees should not be related to you. Heads Up also reserves the right to contact any of your previous employers.

**Reference 1**

|  |  |
| --- | --- |
| Name: | Position/ relationship: |
| Address:Postcode: | Company: |
| Telephone: | Email: |

**Reference 2**

|  |  |
| --- | --- |
| Name: | Position/ relationship: |
| Address:Postcode: | Company: |
| Telephone: | Email: |

**Declaration**

|  |
| --- |
| **I understand that the information I have given on this application form is a full and accurate. I understand that the information will form part of any subsequent contract of employment and if it is found to be false then I may be dismissed.** |
| Signed | (If you submit this application electronically, please type your name. We will ask you to sign it if called for interview) |
| Date |  |

**Submit your application via email to** **lindsay@headsupleicester.org.uk** **by the closing date shown on the advert**

**The Key to Getting Shortlisted**

We recognise that completing an application form takes some time and these guidelines are intended to assist you in presenting information most effectively, as this is how we assess your suitability for the job and make our decision whether or not to progress your application. The shortlisting panel will assess each point of the Person Specification and by presenting your skills, knowledge and experience in this way you will more readily demonstrate your suitability for the position.

**Please do the following:**

* Read these notes carefully before you fill in the rest of this form
* Make a rough draft before you type or write your final copy
* Make sure that you deal with all the points in the Person Specification
* Deal with each of the points in the Person Specification in order and in appropriate detail
* Use information about your employment, voluntary work, community or leisure interests when you deal with the points in the Person Specification. If there is a *genuine occupational qualification e.g. gender, ethnicity* for the post please state that you meet this criteria
* Show your skills or experience by telling us:
	+ What they are;
	+ How you have used them and with what result (i.e. give a real example); and
	+ How you would use them in this job
* Type or write clearly
* Use extra sheets of paper if necessary
* Do **not** include a separate Curriculum Vitae (CV)

**We will not:**

* Accept CV’s.
* Guess or make assumptions about any skill, knowledge, experience or understanding you might have if you do not give us enough information;
* Contact your current employer(s) before we make you an offer of employment without first asking your permission;
* Use Criminal Records Disclosure information unfairly

**Equal Opportunities Monitoring Information**

**Please also complete and return with your application form. The monitoring pages will be separated and used only for monitoring purposes. It will not influence the selection process.**

CFF positively welcomes employment applications from all sections of the community and is committed to being an equal opportunities organisation. We ask you to provide us with as much of this information as you feel comfortable giving. The categories used have been selected because they conform with information gathered in the census and therefore enable us to compare the mix of applicants for jobs with local populations.

|  |  |
| --- | --- |
| **Position applied for** | Administrator |

***Please place an X in the appropriate boxes***

|  |  |  |
| --- | --- | --- |
| 1. **Ethnicity**
 |  | 1. **Gender**
 |
| *Asian or Asian British* |  | Female |  |
| Indian  |  |  | Male |  |
| Pakistani |  |  | Other |  |
| Bangladeshi |  |  | Prefer not to say |  |
| Any other Asian background |  |  |  |  |
| (please specify) |  |  | 1. **Do you have a disability?**
 |
| *Black or Black British* |  | No |  |
| Caribbean |  |  | Yes |  |
| African |  |  | Prefer not to say |  |
| Any other Black background(please specify) |  |  | If “yes”, please specify your disability if you wish: |
| *White* |  |  |
| White British |  |  | 1. **Age Group**
 |
| White Irish |  |  | 16-24 |  |
| White Other background |  |  | 25-34 |  |
| (please specify) |  |  | 35-44 |  |
| *Mixed* |  | 45-54 |  |
| White and Black Caribbean |  |  | 55-64 |  |
| White and Black African |  |  | 65+ |  |
| White and Black Asian |  |  | Prefer not to say |  |
| Any other Mixed background |  |  |  |  |
| (please specify) |  |  |  |  |
| *Chinese or Other Ethnic Group* |  | 1. **Religion**
 |  |
| Chinese |  |  | Buddhist |  |
| Other Ethnic Group |  |  | Christian |  |
| (please specify) |  |  | Hindu |  |
| Prefer not to say |  |  | Jewish |  |
| 1. **Sexuality**
 |  | Muslim |  |
| Bisexual |  |  | Sikh |  |
| Gay / Lesbian |  |  | None |  |
| Heterosexual / Straight |  |  | Other |  |
| Prefer not to say |  |  | (please specify) |  |
|  |  |  | Prefer not to say |  |