CONFIDENTIAL

**CVS Cheshire East**

**Job Application Form**

Please note we do not accept CV’s so ensure that all sections of the form are completed.

Please complete all sections of the form using black ink or type

The first and last page of this application form (which contains your personal details and the equal opportunities information) will be separated to ensure that your application is dealt with objectively.

Title of Job Applied for:

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Mr/Mrs/Miss/Ms/Dr | First Names:       | Known as:      |
| Surname:       | NI Number:        |
| Previous Surname(s): |
| Address:           Postcode:       |

**Telephone Numbers**

|  |  |
| --- | --- |
| Home:       | Work:       |
| Mobile:       | E-mail Address:       |

May we contact you at work? Yes [ ]  No [ ]

How can we contact you? Telephone [ ]  E-mail [ ]  Mobile [ ]

Where did you first see the advertisement for this job? If a newspaper, please state which one.

**References**

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.

**Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be short listed.**

Present/Most recent employer

Organisation:

Name:

Role in Organisation

Address:

Postcode:

Phone No:

E-Mail:

Preferred method of communication

Letter [ ]  E-mail [ ]

In what capacity does the referee know you?

* Employer/former employer [ ]
* Colleague/former colleague but the

reference is given on a personal basis [ ]

* Personal [ ]

Previous employer/other

Organisation:

Name:

Occupation:

Address:

Postcode:

Phone No:

E-Mail:

Preferred method of communication

Letter [ ]  E-mail [ ]

In what capacity does the referee know you?

* Employer/former employer [ ]

* Colleague/former colleague but the

reference is given on a personal basis [ ]

* Personal [ ]

If the referee knows you by a different name please state:

\* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick this box if you do not want us to contact your referees without your prior agreement. However, if this job is working with Children/vulnerable groups all references will be taken up prior to interview.

Please do not contact my present employer [ ]

*Office Use: Application Number*

CONFIDENTIAL

**Job Application Form**

Title of Job Applied for:

**Current/most recent appointment**

Title of current job:

Current Employer:

Start date:

Current Salary: £

Employer Address:

Notice required:

**Main responsibilities**

**Job related training**

Brief details and dates of any training courses attended, excluding further education.

**Employment History**

(most recent first)

|  |  |  |
| --- | --- | --- |
| Name of Employer, type of business and job title | Dates | Duties and reasons for leaving |
|       |       |       |

**Relationship to Board Members or employees**

If you have any personal relationship to any employee of CVSCE, or to a CVSCE Board Member, please give their name, relationship. This does not stop a Board Member or employee giving you a reference. (Any approach to Board Members or other employees to influence a selection decision will disqualify you).

If Board Member: Name:      Relationship:

If employee: Name:

 Relationship:

 Their present job:

**Education and Training**

Please give details of schools and colleges attended, including part time education and other courses

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education (Name and town of school)      | Dates from/to      | Qualifications gained or for which studying      | Grades attained      |
| Education and training after school (name and town of college/university)      | Dates from/to      | Qualifications gained or for which studying      | Grades attained      |

Activities and Interests away from work which may be relevant to the job applied for.

Do you have a valid driving licence? Yes [ ]  No [ ]

If yes please state type of licence

Do you have access to a vehicle for business purposes? Yes [ ]  No [ ]

**Supporting Information**

**Please use this section to explain why you are applying for the job.**

Concentrate on how your experience, training and personal qualities match the essential requirements of the job description and person specification that will be assessed at Application stage (these are marked on the person specification)

**Please note we will not score more than 2 sides of A4. Please do not attach any additional documents they will not be reviewed.**

Supporting Info Continued…

|  |
| --- |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.Signed Date       |

**Privacy Notice**

Information on this form will be processed in accordance with the Data Protection Act 2018 and the GDPR. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medical information, etc) being held and processed by CVS Cheshire East. For more information including our retention policy please visit our website.

**DIVERSITY**

We are committed to equality of opportunity for everyone.

To assess whether our policy is effective, we need to monitor it and to do this we need the information requested below. This will also enable us to comply with our obligations under current legislation. The information will not be seen by anyone involved in the interview and selection process and will be held separately from your main form. Our recruitment policy is available on our website.

**You do not need to complete all/any if you do not wish to.**

|  |
| --- |
| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:** |
| **Which Gender do you identify with:** | Female  | Male | Transgender Female |  Transgender Male |
| Agender | Other ­  |  |
| **Sexual Orientation:** | Bisexual |  Gay Man/ Homosexual | Gay Woman/ Lesbian | Heterosexual/ Straight |
| **Age:** | 16-25Over 54 | 26-34 | 35-44 | 45-54 |
|  |  |  |
| **Please indicate your ethnic origin:** |  |  |
| **White:** |  | **Black or Black British:** | **Asian:** |
| White British |  | Caribbean |  | Indian |
| White Irish |  | African |  | Pakistani |
| White European: |  | Other Black: |  | Bangladeshi |
| Other White: |  |  |  | Other Asian |
|  |  |  |  |  |
| **Mixed:** |  | **Other:** |  |  |
| White and Black Caribbean | Chinese |  |  |
| White and Black African | Gypsy / Traveller |  |  |
| White and Asian |  | Other |  |  |
| Other Mixed: |  |  |  |  |
|  |  |  |  |  |
| **Do you consider yourself to have a disability?** | Yes | No |  |
| **Religion or Belief:** | Buddhist | Christian | Hindu |
| Jewish | Muslim | Sikh | No ReligionOther |