

Halton & St Helens VCA

Application Form

General notes and guidance

Please complete in black ink or type. We cannot consider any applications where this form has not been fully completed. ***Curriculum Vitae's will not be considered.***

When completing your application form please ensure that you address each point of the Person Specification requirements. Please detail them as they are in our document, point by point.

It may be useful to photocopy your application prior to sending it to us. You may need to refer back to it.

This sheet will be removed from the rest of your application form when we shortlist to ensure all candidates are treated equally.

Data Protection Act 1998

Information on this form will be processed in accordance with the Data Protection Act 1998. Strict confidentiality will be observed and disclosures will only be made for personnel administration purposes. If your application is unsuccessful the data will be held for 6 months and then destroyed.

Post applied for _____ Closing date _____

Where did you see this vacancy? _____

1. Personal details

Full Name		
Address		
Postcode		
Telephone Number	Day	
	Evening	
Email		

2. Current Employment

(Please provide details of your current employment)

Employers name & Address	Job title and brief description of duties
Dates of employment	
Salary	

3. Previous Employment

(Please provide details of your previous employment. Please start with your most recent)

Employers name & address	Dates of employment	Job title and brief description of duties

4. Qualifications

(Please list qualifications relevant to this post and schools/colleges attended)

Schools/Colleges attended	Dates	Qualifications gained

5. Training

(Please list any training courses attended relevant to this post e.g. work based training or in house training etc.)

Establishment	Dates	Course/Training attended

6. Experience relevant to this post

Please state how your skills and experience are relevant to this post.

Please look carefully at the **PERSON SPECIFICATION** enclosed and use this space to tell us how you think you meet the requirements in it. Please use additional sheets if necessary.

7. Referees

Please provide two names and contact details of referees (one must be of your current or most recent employer). Please indicate if your references may be contacted prior to interview.

Name	Name
Position	Position
Organisation	Organisation
Address	Address
Postcode	Postcode
Telephone no.	Telephone no.
Email	Email
Contact prior to interview Yes/No	Contact prior to interview Yes/No

8. Rehabilitation of Offenders Act

Due to the nature of this post and the potentially vulnerable client group applicants should note the post is covered by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and if employed will require you to have an enhanced CRB check.

Please indicate if you have had any previous criminal convictions, including those considered spent.
Yes/No

9. Other Information

Do you have a valid driving licence? Yes/No

If yes type of licence

10. Legal Requirements

In order to comply with Immigration Act 1996 we are required to ask for proof of your right to work in the UK. This will be requested once an offer of employment has been made. However if you require a work permit in order to work in the UK please indicate here:

Yes / No

11. Declaration

I confirm that the information given in this application is true and correct.

Signed

Date

Please return this form, marked '**private & confidential – job application**', by **Midday 9th January 2026** to:

Debbie Morris by email dmorris@haltonsthelensvca.org.uk

Halton & St Helens VCA

EQUAL OPPORTUNITIES MONITORING FORM

Halton & St Helens VCA is striving to be an equal opportunities organisation. We are committed to developing an equal opportunities code of practice, which allows us to check our recruitment practice, and ensure we promote fairness in the overall employment process. Halton & St Helens VCA is an equal opportunities employer and complies with the Equality Act 2010.

This form helps us to do that. We would like you to complete and return this form with your application, or you can send it back separately. This is entirely voluntary on your part and will not affect your application.

Please be assured that the information you provide in this form will be handled anonymously and confidentially, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals.

Please tick the appropriate boxes.

I would describe my ethnic origin as:

Black - British		Chinese	
Black - African		Other European	
Black - Caribbean		White - British	
Black – Other		White - Irish	
Asian British		White - European	
Indian		White – Non-European	
Bangladeshi		Other	
Pakistani		Prefer not to answer	

I am:

Male		Female		Prefer not to say	
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Do you consider yourself to have a disability or long term health condition? YES/NO
What is the effect or impact of your disability or health condition?

Prefer not to say ☐

What is your sexual orientation?

Heterosexual / Straight		Gay	
Bisexual			
Other		Prefer not to answer	

Please select one of the following:

Under 16		36-50	
16-25		51-60	
26-35		61+	

Please tick which best describes you:

Christian		Roman Catholic	
Hindu		Buddhist	
Muslim		Jewish	
Other religion or belief		Sikh	
Non religion		Prefer not to answer	

Where did you see the job advertised?

All equal opportunities monitoring forms ask people to put themselves in categories. We recognise that not everyone will agree on which categories should be used in a form like this. It is also important that people are not compelled to disclose information which they would prefer to keep private. In creating this monitoring form, we have tried to take all of these issues into account as far as possible.