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| UOB new logoUrban Outreach (Bolton) Environ House Salop Street Bolton BL2 1DZ Registered Charity No. 1044203 **01204 385848** Company Limited by Guarantee No. 3019108 admin@urbanoutreach.co.uk  [www.urbanoutreach.co.uk](http://www.urbanoutreach.co.uk) |
|  **POSITION APPLIED FOR:** |  |
|
| **SECTION 1 – PERSONAL INFORMATION** |
| **Title** |  | **Forenames** |  |
|  **Surname** |  |
| **Address:** | **Home Telephone** |  |
| **Business Telephone** |  |
| **Mobile** |  |
| **May we contact you at work?**  | YES / NO |
| **E-Mail** |  |
| **Date of Birth** |  | **Previous Names** |  | **Ethnicity** |  |
| **National Insurance No**. |  | **Faith/Religion\*** |  |
| \**It should be understood in applying for a position in Urban Outreach (Bolton) that our guiding principle is our Christian faith* |
| **Are you a registered disabled person?***(If yes, please provide details)* |  YES / NO | **Details** |  |
| **SECTION 2 – ENTITLEMENT TO WORK** |
| **Are you a Citizen of the United Kingdom?** |  YES / NO |  |
| **If NO, on what basis are you legally entitled to work in the UK?** |  |
| **SECTION 3 - REFERENCES** |
| **Please give details of three people we may contact for a confidential assessment of your suitability. At least one should be your current or last employer. If this is your first job, give a teacher, college tutor or project leader if you have done voluntary work.**  |
| **Present or last employer** |  |
| **Address:** | **Contact Name** |  |
| **Position** |  |
| **Telephone No.** |  |
| **Can we contact your employer before interview if you are short listed?** |  YES / NO |
| **E-Mail** |  |
| **Please give details of two other referees**  |
| **1. Referee Name** |  |
| **Address:** | **Position** |  |
| **Company/Organisation** |  |
| **Telephone No.** |  |
| **Mobile** |  |
| **Can we contact this referee before interview if you are short listed?** |  YES / NO |
| **E-Mail** |  |
| **2. Referee Name** |  |
| **Address:** | **Position** |  |
| **Company/Organisation** |  |
| **Telephone No.** |  |
| **Mobile** |  |
| **Can we contact this referee before interview if you are short listed?** |  YES / NO |
| **E-Mail** |  |
| **SECTION 4 - EDUCATION** |
| **Please give particulars of all courses taken, stating whether full or part-time.** |
| **Dates Attended** | **Names of schools (and locations)****attended from the age of 11 onwards** | **Examinations passed and grades**  |
| **From** | **To** |
|  |  |  |  |
| **From** | **To** | **Names of colleges/universities attended** | **Qualifications obtained** |
|  |  |  |  |
| **SECTION 5 – OTHER QUALIFICATIONS** |
| **Please give details below of any other qualifications and memberships of organisations or professional bodies.** |
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| **SECTION 6 – DISCLOSURE OF CONVICTIONS** |
| **All applicants must answer the three questions in this section unless the Rehabilitation of Offenders Act applies. However, if you are applying for a post which brings you into contact with children or vulnerable adults as part of your duties, you are required under the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979 to disclose convictions that may be considered “spent” for other purposes.\*** |
| **Has any action ever been taken against you by a local authority or the police regarding a child or vulnerable adult?** | YES / NO |
| **Have you been cautioned for or convicted of an offence (other than a motoring offence not resulting in disqualifications) in any criminal proceedings in any court of the UK or elsewhere?** | YES / NO |
| **Have you been found guilty of violent, cruel, indecent, or dishonest behaviour in any military service** **disciplinary proceedings?** | YES / NO |
| **If the answer is “YES” to any of the above questions, please give full details below** |
|  |
| ***\*If you are unsure as to whether this section applies to you or the post for which you are applying, you should state:*** ***“TO BE DISCUSSED AT INTERVIEW”* This post will be subject to a Disclosure and Barring Service Check** |
| **SECTION 7** - **PRESENT AND PREVIOUS APPOINTMENTS** |
| **Please list present and previous appointments in date order – PLEASE INCLUDE YOUR CURRENT POSITION** |
| **Name and address of employer**  | **Position Held** | **Date From** | **Date To** | **Final Salary** | **Reason for leaving** |
|  |  |  |  |  |  |
| **SECTION 8 – DISCIPLINARY RECORD** |
| **Have you ever had disciplinary action taken against you or been dismissed from a job? YES / NO****If YES please give details:** |
| **SECTION 9 – SKILLS AND EXPERIENCE** |
| **Statement in support of your application, including details of previous experience. PLEASE ENSURE THAT YOU ADDRESS THE JOB DESCRIPTION FOR THIS POST. You may submit one additional sheet if necessary.**  |
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| **SECTION 10 – GENERAL INFORMATION** |
| **Do you currently hold a valid full UK driving licence?** | YES / NO |
| **Do you have any driving endorsements or convictions that are not “spent” under the terms of the Rehabilitation of Offenders Act 1974 and/or relevant (Northern Ireland) Order 1978?****If YES please give details:** | YES / NO |
| **Are there any possible driving prosecutions pending?** **If YES please give details:** | YES / NO |
| **Do you have a car which you can use at work?** | YES / NO |
| **SECTION 11 – SOURCE OF APPLICATION** |
| **How did you hear of this vacancy?** |
|  |
| **SECTION 12 – START DATE** |
| **If appointed, when could you start the job?** |  |
| **SECTION 13 – INTERESTS AND VOLUNTARY ACTIVITIES** |
| **Please give details of pastimes, hobbies, sports and any voluntary, church, social, or welfare work undertaken** |
|  |
| **SECTION 14 – DECLARATION** |
| **I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if engaged.** |
| **Signature** |  | **Date** |  |

Please return to:

Office Administrator admin@urbanoutreach.co.uk

Urban Outreach (Bolton), 01204 385848

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Bolton,

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