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| UOB new logo  Urban 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](mailto: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.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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,

BL2 1DZ