



APPLICATION FOR EMPLOYMENT (PDF version)

Please complete all sections. CV's are not accepted. A covering letter is not needed. Refer to our *Application for Employment Guide* before you start. **PLEASE COMPLETE CLEARLY BY HAND USING BLACK INK.** You may if you wish, word process your response to question 13 on 'relevant skills, knowledge & experience' and question 14 on 'your interests and voluntary activities' and attach them to your application. If need be, you may ask someone to complete the form on your behalf.

Position(s) applied for:

1. Personal details

Title: Mr / Mrs / Miss / Other (please state) :

Surname:

Mobile n°:

Forename(s):

Work n°:

Address:

Home n°:

National insurance n°:

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|--|--|--|--|--|--|--|--|--|--|

Post code:

Email address:

Former Names (if applicable):

Surname:

Forename(s):

2. Current or most recent employment

| Employer | From | To | Position held | Salary, reason for leaving, length of notice required |
|----------|------|----|---------------|---|
| | | | | |

Briefly outline your duties:

May we contact you at work?

Yes

No

What were your reasons for leaving (if applicable):

6. References Please give details of three people whom we may contact for a confidential, impartial assessment of your suitability for this job. At least one should be your current or last employer. If this is your first job, give your head teacher or college tutor. Do not give your doctor, a friend or relative.

Referee 1: Present or last employer / educational establishment:

Contact Name for Human Resources:

Occupation:

Address:

Post code:

Contact Telephone n°.

Email Address:

Can we contact this referee before interview if you are shortlisted?

Yes No

Referee 2: Full Name:

Occupation:

Address:

Post code:

Contact Telephone n°.

Email Address:

Can we contact this referee before interview if you are shortlisted?

Yes No

Referee 3: Full Name:

Occupation:

Address:

Post code:

Contact Telephone n°.

Email Address:

Can we contact this referee before interview if you are shortlisted?

Yes No

7. Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974 you are required to give details of convictions which are legally spent. A conviction will not necessarily be a bar to obtaining employment with us, but failure to disclose any criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

a) Do you have a criminal conviction which is not legally spent? Yes No

Because of the nature of our work, most of our job positions are subject to checks from the Disclosure and Barring Service. In such cases you must disclose all criminal convictions, whether spent or not. You should read the guidance notes in the *Application for Employment Guide* and may seek appropriate advice before you answer the following questions.

b) Have you ever been convicted, cautioned or bound over in connection with a criminal offence, other than for a motoring offence not resulting in disqualification? Yes No

c) Has any action ever been taken against you by a local authority or the police regarding a child under 18 years of age or vulnerable adult? Yes No

d) Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any military service disciplinary proceedings? Yes No

If your answer is 'Yes' to any of the above questions, please provide details:

If you are unsure as to whether this section applies to you or the post to which you are applying, you should state above: "TO BE DISCUSSED IF CALLED FOR INTERVIEW"

8. General Information

- a) Do you hold a full, clean current valid driving licence? **Yes** **No**
- b) Do you have any driving endorsements / convictions that are not spent under the terms of the Rehabilitation of Offenders Act 1974? **Yes** **No**
- c) Do you have any possible prosecutions pending? **Yes** **No**
- d) Do you have a car which you can use for work which will be insured at all times for business use? **Yes** **No**

9. Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. Urban Outreach is committed to employing people with disabilities. Candidates who have a disability and have demonstrated that they fulfil the minimum criteria for the post are guaranteed an interview. Please indicate if you have a disability to enable us to deal with your application under this arrangement.

Yes **No** If **YES**, please state the nature of the disability:

Do we need to make any special arrangements in order for you to attend the interview?

Yes **No** If **YES**, please give details:

10. Relationships

Are you related to any member of staff or trustee at Urban Outreach?

Yes **No** If **YES**, please give details:

11. Data Protection Act (1998)

By completing this form and otherwise supplying information to Urban Outreach you agree that Urban Outreach may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes; and subsequently if you are employed by Urban Outreach for payroll purposes, training records, management of sickness absence, and as required or permitted by statute or regulation and generally as necessary under the employment relationship and Urban Outreach's legitimate activities.

12. Asylum and Immigration Act

It is a criminal offence for an employer to engage a person whose immigration status prevents them from working in this country. You should therefore be aware that prior to confirmation of appointment, you will have to produce documentary evidence confirming your entitlement to employment within the U.K.

15. Availability

If appointed, when could you start the job?

16. Completion of this form

Please advise how this form has been completed.

Form completed by my own hand: **Yes** **No**

If *NO*, please give details:

Attachments word processed by my own hand: **Yes** **No** **n/a**

If *NO*, please give details:

17. Declaration (must be by your own hand)

I declare that to the best of my knowledge and belief, all statements contained in this application form and any attachments are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service.

Your signature:

Date:

18. Returning your completed application

Please now go back and double check that you have answered all the questions.

When completed, your application should be returned by post or hand delivered to:

The Deputy Chief Executive,
Urban Outreach (Bolton),
Environ House,
Salop Street,
Bolton.
BL2 1DZ

URBAN
OUTREACH (BOLTON)

t: 01204 385 848

e: admin@urbanoutreach.co.uk

www.urbanoutreach.co.uk

Please mark your envelope 'Private and Confidential'.

Don't forget to complete the 'Fairness in Employment Monitoring Form' below.

If you are returning your application by post, please ensure you add the correct postage payment. Failure to pay the correct postage will delay the receipt of your application. We cannot be held responsible for applications received after the closing date due to incorrect postage payments or the postal services failure to deliver your application on time.

