URBANOUTREACH

APPLICATION FOR EMPLOYMENT

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 14 on 'relevant skills, knowledge & experience' and question 15 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.

1. Post(s) you are applying for							
Please provide the Job title(s):							
2. Personal details							
Title: Mr / Mrs / Ms / Miss / Other (please state):							
Surname:				Mobile nº:			
Forename(s):				Work no:			
Address:				Home no:			
				National ins	urance nº:		
Post code:				Email address:			
Former Names (if applicable):							
Surname:				Forename(s):			
3. Current or most	recent	employn	nent				
Employer	From	То	Posit	ion held	Salary, reason for leaving, length of notice required		
Briefly outline your dutie	es:						
May we contact you at work? Yes ☐ No ☐				No □			
What were your reasons	s for leavi	ng (if appl	icable)	:			



4. You	r emplo	yment hist	ory List	the most re	ecent first. You may include	releva	nt voluntary work.
Employ	er		From	То	Final position held and salary	Reas	on for leaving
Have you ever been dismissed by any employer? Have you ever had disciplinary action taken against you by any employer? Yes No I If YES, further details may be required from you if you are called for interview. 5. Education Give details of secondary, further and higher education received and qualifications							
gaine	ed, listing t	the most recent		y, raruror a	The ringillor education receiv	ou una	quamoutorio
Dates A From	ttended To	Wher	e attended		Course title(s)		Qualification gained
FIOIII	10						gamea
6. Job related qualifications & specialised training Give details of any job related and/or specialised training and qualifications gained, listing the most recent first.							
	ates Attended Where atte		e attende	ed Course title			Qualification
From	То					gained	

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7. 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 latest employer. If this is your first job, give your head teacher / college tutor. Please do not give your doctor , a friend or relative, a work colleague past or present, an employment agency, or a current UOB employee or trustee. It would be helpful if you could check on their willingness to provide you with a reference. Please make sure you provide a correct and current email address for each.
Referee 1: Present or last employer or educational establishment
Contact Name:
Establishment Name:
Address:
Post code: Contact Telephone no. Email Address:
Can we contact this referee before interview if you are shortlisted? Yes No
, and the state of
Referee 2: Full Name: Occupation:
Address:
Dest and a
Post code: Contact Telephone no. 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 no. Email Address:
Can we contact this referee before interview if you are shortlisted? Yes No
8. Rehabilitation of Offenders Act 1974
Under the Rehabilitation of Offenders Act 1974 you are required to give details of convictions which are not legally spent.
a) Do you have a criminal conviction which is not legally spent? Yes \(\text{Ves} \(\text{No} \)
Because of the nature of our work, many of our job positions are subject to Enhanced checks from the Disclosure and Barring Service (DBS). If a DBS check is required for the job you are applying for, this will be made clear in the Job Description / Person Specification. For jobs requiring a DBS check, you must disclose all criminal convictions, whether spent or not. A previous conviction will not necessarily be a bar to obtaining employment with us, but failure to disclose a criminal conviction will disqualify you from appointment and may render you liable to dismissal without notice. You should read the guidance notes in the <i>Application for Employment Guide</i> 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"	ıld		
9. 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?			
d) Do you have a car which you can use for work which will be insured at all times for business use? Yes No			
10. 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:			
11. Relationships			
Are you related to any member of staff or trustee at Urban Outreach? Yes No If YES, please give details:			
12. 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.			
13. 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.

14. Relevant skills, knowledge and experience
This is the most important part of your application. Please refer to our <i>Application for Employment Guide</i> before completing.
You may, if you wish, word process your response to this section and attach it to your hand-completed application form. If you choose to do this, please include your name and the Job Title for the position(s) you are applying for as a header reference to each and every attached sheet.
If the Job Description states that 'part-time may be considered', please detail the hours and days that you would be able to work.
You must refer to the Job Description and Person Specification when completing this section. You will need to respond separately to this question for each job you are applying for. It may be helpful if you provide a separate heading for each of the skills, knowledge and experiences outlined on the Person Specification. You should demonstrate how and what you have done to meet each of the criteria. You should provide examples of how you have carried out tasks or achieved results which demonstrate evidence of your ability to succeed in the job you are applying for. Be specific and detail your own responsibilities and not those of others you have worked with.

15. Your Interests and Voluntary Activities		
Please use this section to let us know about your pastimes, hobbies, sports and any voluntary, church, social, or community work that you are involved with, either now or in the recent past. Feel free to express all that interests and inspires you!		
You may, if you wish, word process your response to this section and attach it to your hand-completed application form. If you choose to do this, please include your name and the Job Title for the position(s) you are applying for as a header reference at the top of each and every attached sheet.		

16.	Availability
	nted, when could you start the job?
17. (Completion of this form
Please a	advise how this form has been completed.
	ompleted by my own hand: Yes No lease give details:
	nents word processed by my own hand: Yes No n/a n/a lease give details:
18. I	Declaration (must be by your own hand)
applica	re that to the best of my knowledge and belief, all statements contained in this ation form and any attachments are correct and I understand that should I conceal aterial fact, I will, if engaged, be liable to the termination of my contract of service.
Your si	gnature: Date:
19. F	Returning your completed application
Please	now go back and double check that you have answered all the questions.
	completed, your application should be returned by post or hand delivered to:

Nicola Gillard, Children and Families' Team Leader Urban Outreach (Bolton), Environ House, Salop Street, Bolton. BL2 1DZ



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. When printing out this application form, please ensure the Fairness Form is printed on a separate sheet of paper so it can be detached.

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.



Heterosexual

Gay

t: 01204 385 848

e: admin@urbanoutreach.co.uk

www.urbanoutreach.co.uk

Prefer not to say

Fairness in Employment Monitoring – Strictly Confidential This form will be separated from your application upon receipt. The information you provide here will be used for monitoring purposes. Firstly, please let us know the post(s) you are applying for... Write the job title(s) here: **How did you learn about the vacancy?** (please tick): Church Twitter Facebook From a friend UOB Website email Other Website (please state): Other \square (please state): How would you describe your ethnic origin? (please tick): Asian/Asian British Bangladeshi ☐ Indian..... ☐ Kashmiri..... Pakistani..... Black/Black African..... Caribbean..... British: Chinese..... Chinese: Mixed: White/Asian..... White/Black African... White/Indian...... White/Black Caribbean British...... White: Other (please state): Male □ What best describes your gender? (please tick): Female Prefer to self-describe as follows..... Do you identify as transgender? No \square Yes What is your date of birth and age group? Date of birth: 16 – 19 20-29 30-39 40-49 50-59 60-69 70+ 🗍 What is your ability status? (please tick:) No disability Visual impairment Hearing impairment Mobility difficulties Communication difficulties Mental health disability Learning disability Other (e.g. epilepsy) (please state): Buddhist What is your religion? (please tick): Hindu \square Muslim Jewish Sikh None Christian Denomination (please state):Other (please state): Do you have caring responsibilities? (please tick): I look after children I help an adult with his/her daily routine Both of the above I have no caring responsibilities Which best describes how you think of yourself? (please tick): Lesbian Bisexual Other |