



# JOB APPLICATION FORM

## APPLICATION NO:

- The Severn Centre is working towards becoming an equal opportunities employer.
- To ensure effective monitoring of the equal opportunities policy please complete the enclosed form with your personal information. This information will not be used at the shortlisting stage.
- It is important that the main part of the application form does not include information concerning your personal details.
- For this reason CV's and letters of application will not be accepted.
- Application forms received after the closing date/time will not be considered.
- Please complete each section of the form, even if the answer is NO or Not Applicable
- To help when your application form is to be photocopied please complete it in black ink or type.
- Please write a reference on any continuation sheet to identify the section to which it refers.
- The information contained in your application will be used for recruitment purposes only. An annual recruitment report will be prepared and the information contained within the equal opportunities monitoring form will be used for that purpose.

## EMPLOYMENT DETAILS

Present or most recent employment	
Name & Address of Employer	Date Appointed
	Date Left (if applicable)
	Reason for leaving last employment if currently unemployed
Job Title	Present/Last Salary
	Amount of notice required (if appropriate)

## PREVIOUS EMPLOYMENT DETAILS (Please begin with most recent)

Name of Employer	Job Title	Date (from - to)

## EDUCATION AND TRAINING DETAILS

Type of school attended from age 11 (eg Secondary, Comprehensive).  
Include details of Qualifications/Grades obtained, with dates.

Type of further/higher educational colleges attended (eg former Polytechnic, University)  
Include details of Qualifications/Grades obtained, with dates.

List membership of professional bodies/associations, with level of membership and date attained.

Names and Addresses of TWO persons from whom references may be obtained (one of whom must be your present or most recent employer and reflect your employment over the preceding 3 years). Where the application is from a school leaver you should give the name and address of your Head Teacher.

1. Name _____	2. Name _____
Address _____	Address _____
_____	_____
_____	_____
Post Code _____	Post Code _____
Position Held _____	Position Held _____

Please tick the boxes if you do not wish that specific referee to be contacted prior to interview

1.

2.

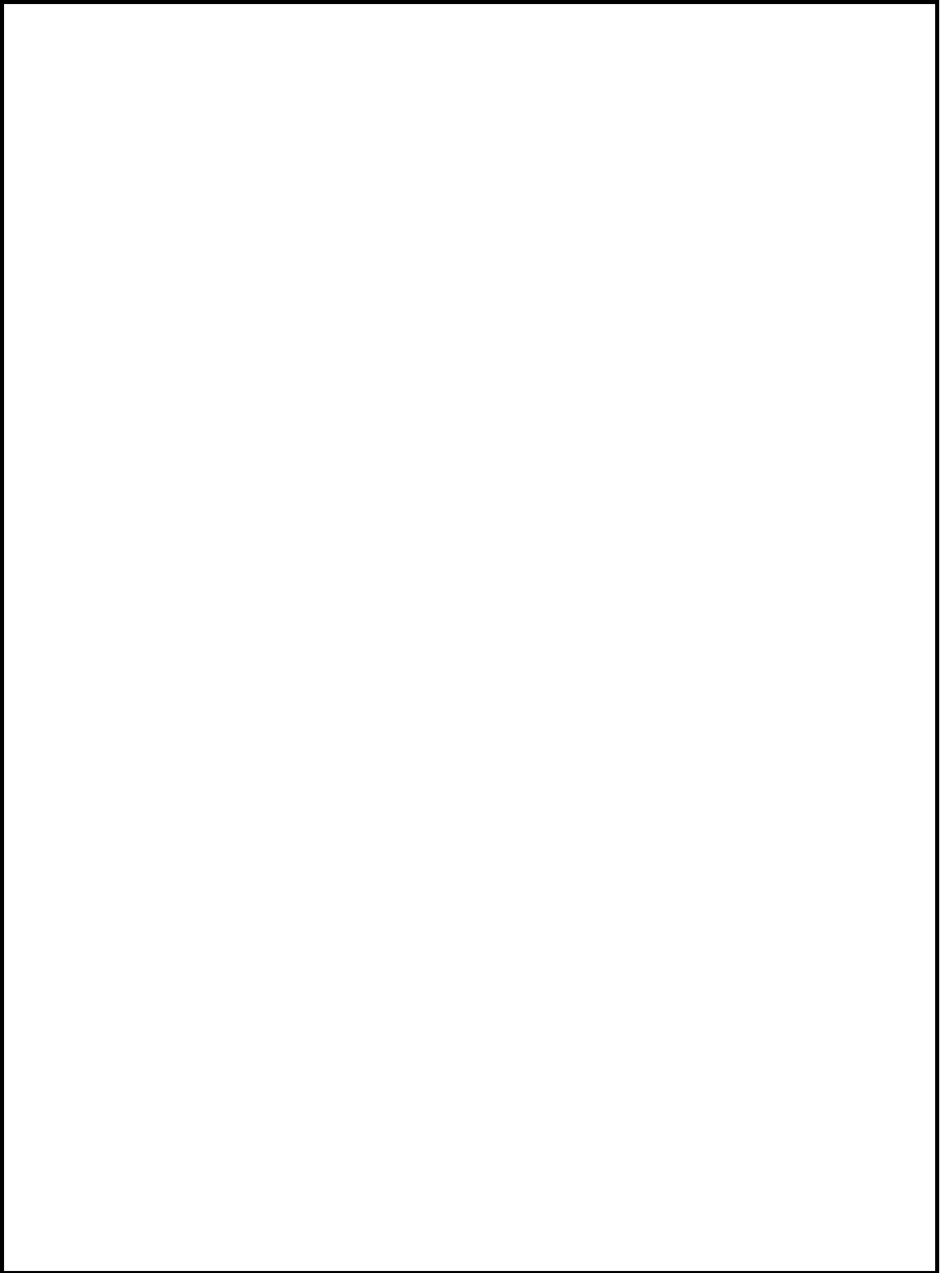
Do you hold a valid driving licence Yes/No

Do you have access to a car Yes/No

## **INFORMATION IN SUPPORT OF YOUR APPLICATION**

Using the job description as a guide please set out below details of your experience/knowledge and any other information which makes you suitable for the post, together with brief details of leisure activities.  
It would be useful for the shortlisting process if you would address as far as possible the specific activities listed in the job description, and the specific requirements referred to in the advertisement.

If necessary please continue on separate sheet



# Equal Opportunities Monitoring

APPLICATION NO: \_\_\_\_\_

## Personal Details:

Surname \_\_\_\_\_ Title \_\_\_\_\_  
Forename(s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post Code \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

**Disabled Persons:** Under the Disability Discrimination Act the definition of disability is:- "a person has a disability for the purposes of this act if she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities"

Do you have such a disability Yes  No

If 'Yes' what specific arrangements by way of adjustment within the workplace do you require?

\_\_\_\_\_  
\_\_\_\_\_

**Sickness Leave:** Total number of days sick in the last two years \_\_\_\_\_ days

**Rehabilitation of Offenders Act 1974 :** The Highley Welfare Management Committee welcomes applications from all candidates. Criminal records will be taken into account for recruitment purposes when the conviction is relevant. Unless the nature of work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. Further details will be provided in the recruitment pack.

Have you any previous convictions? Yes  No

If 'YES', Please give details of the offence(s), including the date and sentence:-

\_\_\_\_\_  
\_\_\_\_\_

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in disciplinary action of dismissal.

**Ethnic Background:** Please describe the ethnic background which is most appropriate to you:-

White	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black - Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black other	<input type="checkbox"/> Please specify	Other	<input type="checkbox"/> Please specify

- Are you related to a member or employee of The Highley Welfare Management Committee? YESNO
- If yes please give the name of the person \_\_\_\_\_
- Where did you see this post advertised \_\_\_\_\_

Please now sign in the space provided below. In signing you are certifying that the information provided by you in

your application form is correct.

If it is discovered that your employment was obtained on the basis of misleading statements or deliberate omissions your employment will be terminated on the grounds of gross misconduct. Additionally if it is discovered that you have canvassed a member or employee of the Highley Welfare Management Committee in an attempt to obtain more favourable treatment of your application, the application will be disqualified or if you have already been appointed your employment will also be terminated for gross misconduct.

Should this occur you will be required to repay any monies paid to you in relocation expenses, car loans or training support.

Signed ..... Date .....

**Return to: Severn Centre, Bridgnorth Road, Highley, Shropshire, WV16 6JG**