

COMMUNITIES UNITED PROJECT



Application Form

In confidence

Please read carefully all instructions and job details prior to completing this form.
Please use **BLACK** ink or typescript, as it will be necessary to photocopy your application.
Please return completed form to: **Communities United Project**

Alexandra Chambers
32 John William Street
Huddersfield
HD 1 1BG

PERSONAL DETAILS

Position applied for

Surname (Block capitals)

First names

Date of Birth

Address (Block capitals)

Contact telephone number

Email

REFEREES

Communities United Project will approach the referees of shortlisted candidates only. Please give details of two people who may be approached for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer.

1. Present employer / most recent employer

Name _____

Job title _____

Address _____

Telephone number _____

In what capacity does this person know you?

If you **do not** wish us to approach the above referee prior to interview, please tick the box

2. Second referee

Name _____

Job title _____

Address _____

Telephone number _____

In what capacity does this person know you?

If you **do not** wish us to approach the above referee prior to interview, please tick the box

Communities United Project reserves the right to contact any of your previous employers.

EDUCATION, QUALIFICATIONS AND TRAINING

(Where applicable please include details of examinations which have been or are about to be taken, but results of which are not yet available).

Secondary, Further and Higher Education:

Subjects	Qualifications gained eg GCSEs Highers	Date

Professional Qualifications:(Proof of professional qualifications/status will be required before an appointment is made)

Name of professional body and qualification awarded	Membership grade	Was membership gained by examination?	Date course completed

Training Courses attended: (Relevant to the person specification)

Continue on a separate sheet if necessary

USE OF VEHICLES

Some posts carry a car allowance or involve driving (eg a mini-bus). It would therefore assist us if you complete this section.

Do you hold a current driving licence (excluding a provisional licence)? YES NO

If not, is there any reason why you could not obtain one? _____

Have you any valid endorsements? YES NO
If YES, why? _____

Do you have the use of a car? YES NO

DETAILS OF CURRENT OR LAST EMPLOYMENT

Name and Address of employer	Dates		Reason for leaving	Notice required	Salary
	From	To			

Briefly describe your current/most recent employment, highlighting duties, responsibilities, skills or experience gained relevant to the post for which you are applying. If you are a school or college leaver, please give details of vacation employment.

Job title

DETAILS OF PREVIOUS EMPLOYMENT (including voluntary, home-based or part-time work)

Please provide details of your past employment history to date, starting with your most recent first, accounting for any periods of time not spent in further education or employment. For posts within the last five years please confirm salary details.

Name and address of employer	Position held and grade if applicable	From Month/Year	To Month/Year	Final Salary	Reason for leaving

Continue on a separate sheet if necessary

The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills that are essential. Please demonstrate in this section how you meet the person specification requirements. Shortlisting will depend on how well you demonstrate your ability to meet these criteria.

Continuation pages, totaling not more than 3, must include your name and position applied for on each page and must be numbered. You should ensure any continuation sheets are appropriately secured to the Application form.

Continue on a separate sheet, if necessary.



EQUAL OPPORTUNITIES MONITORING SELF CLASSIFICATION FORM

Please note that this form is always removed prior to shortlisting

We hope you will assist us by completing this form. The information is being gathered to monitor the operation of Communities United Projects Equal Opportunities policies and the effectiveness of advertising media used, and for no other reason. The data will be treated with the utmost confidentiality. It will not be taken in to account in assessing information on your application form as it is removed before the shortlisting panel sees your form.

Name (Mr/Ms/Miss/Mrs/Dr) _____

Position applied for _____

Are you: Male? Female? (please tick)

ETHNIC ORIGIN

How would you describe your ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please note the categories listed below are approved by the Commission for Racial Equality.

Please put a tick in one of the boxes.

- | | |
|---|--|
| <input type="checkbox"/> Black African | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Black Other (please specify) _____ | <input type="checkbox"/> White – including UK |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other group (please specify)
_____ |

DISABILITY

Do you consider yourself to have a disability?

Yes No

Definition of Disability

Section 1 of the Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment substantial and long term adverse effect on their ability to carry out normal day to day activities”

How did you hear about this vacancy?

Advertisement (please state name of publication) _____

Job Centre
 Other (please specify) _____

Signature: _____