



Application for employment

Confidential

Job details

Job applied for:

Closing date:

Where did you see this job advertised?

Personal details

Surname:

Other names:

Permanent residential address including postcode:

Daytime telephone:

Evening telephone:

Email address:

Referees

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). If you are at present employed, please give details of your present employer. If not currently employed, please give the details of your last employer.

First referee	Second referee
Current employer	Current employer
Former employer	Former employer
Friend	Friend
Other (specify):	Other (specify):
Name:	Name:
Address:	Address:
Email address:	Email address:
Telephone number:	Telephone number:
<i>Tick here if you do not wish us to approach this person without prior permission.</i>	<i>Tick here if you do not wish us to approach this person without prior permission.</i>

Work experience

Please give details of past and present work. This can be paid work, voluntary work, work at home, time spent raising a family, etc. All time since leaving full-time education should be accounted for. Start with the most recent. Only brief details are required here – you can provide more information as part of your personal statement on page 4.

Dates (from/to)	Position	Organisation	Main duties	Reason for leaving
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Qualifications

Date	Qualification(s)	Level	Where obtained
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Training courses and programmes completed

Include any short courses you have taken.

Date	Details
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Personal statement

*Your application pack includes a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below when completing this section.***

- 1. Study the person specification very carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you give in the space below.*
- 2. Please show concrete evidence and real examples of how you meet each of these requirements. **Remember that if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.***
- 3. Continue on page 5 if required. Do not attach additional sheets.*

Personal statement (continued)

Disabled applicants

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel's attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

Health and medical conditions

Do you suffer from any medical conditions that might affect your ability to carry out the job?

No

Yes – please give details:

Period of notice

How soon after an offer of employment would you be able to start the job?

Declaration

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signed:

Date:



Equality and diversity monitoring

Church Action on Poverty wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010; building an accurate picture of the make-up of the workforce in encouraging equality and diversity; and actively challenging issues of privilege and other factors that are facilitators in discrimination as an employer, to create an intersectional working environment. The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. Please return the completed form with your application form.

All data will be stored in line with GDPR requirements confidentially, and only used for the purpose of monitoring the diversity and inclusivity of our workforce.

Gender

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership?

Yes No Prefer not to say

Age

16–24 25–29 30–34 35–39 40–44 45–49
50–54 55–59 60–64 65+ Prefer not to say

Ethnic origin

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group, please write in:

Disability

Do you consider yourself to have a disability or long-term condition which affects your health? Yes No Prefer not to say

Please give further details if you wish:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Sexual orientation

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here:

Religion or belief

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please write in:

Current working pattern

Full-time Part-time Prefer not to say

Preferred working arrangement

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts
Compressed hours Homeworking Prefer not to say

If other, please write in:

Caring responsibilities

Please tick all that apply.

None	Primary carer of a child/children
Primary carer of disabled child/children	Primary carer of disabled adult
Primary carer of older person	Secondary carer
Prefer not to say	