# **Lockleaze Neighbourhood Trust**

This form should be typed or completed in black ink for copying purposes and returned to: **recruitment@lockleazent.co.uk**

**OR marked 'CONFIDENTIAL - to:**

**Recruitment**

**Lockleaze Neighbourhood Trust**

**The Hub, Fedden Buildings**

**Gainsborough Square, Lockleaze**

**Bristol, BS7 9FB**

Please complete an equalities monitoring form here: <https://forms.gle/mQhF972BwjE2hGybA>

or download and send with your application form

| **Post applied for:** | **Closing date:** |
| --- | --- |
| **Please let us know if you cannot make any interview dates in the first weeks of May** | |
| **1. Full Name (Block Capitals):** | |
| **2. Address:**  **Postcode:** | |
| **3. Telephone number:**  Home: Work:    E-mail: Mobile: | |
| **4. Do you hold a current driving licence?** Yes / No  **Do you have your own means of transport?** Yes / No | |
| **Please confirm you have completed the equalities monitoring form and submitted at the same time as this application form**  Yes / No | |

| **5. Current (or last) employment** | | |
| --- | --- | --- |
| Employer’s Name  Address | | |
| Postcode | Notice you have to give: | |
| Job title: | | Date Started in Job: |
| Salary: | | Date started with  employer (If different): |
| Main Duties and responsibilities: | | |

| **6. Education, training (including short courses) and qualifications obtained (including professional qualifications). Write most recent first. If on-going, please specify.** | |
| --- | --- |
| Title of course or qualification (including grade) | Name of school, education, training or professional body |
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| **7. Previous Employment details (write most recent employment first). Please explain any gaps in your employment/education history** (you may add extra rows or continue on a separate sheet if necessary). | | | | | |
| --- | --- | --- | --- | --- | --- |
| Employer's name & address | Post held and responsibilities | Start date | End date | End salary | Reasons for leaving |
|  |  |  |  |  |  |
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| **8. Skills, abilities, experience, knowledge and achievements.** Please say how you meet the criteria set out in the person specification with the skills, knowledge and experience you have gained through your work (paid or unpaid), voluntary and leisure activities enable you to do the job and. Include any personal achievements that demonstrate personal qualities and interests relevant to the job. (You may continue on a separate sheet if necessary - please keep to a maximum of 1000 words) |
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| Further Information | |
| --- | --- |
| **9. References: Please give the name and the address of two references. They should have known you in a professional capacity, as a student or as an employee.**  **Your present or last employer must be one of your references.** | |
| 1. Name:  Address:  Postcode: | 2. Name:  Address:  Postcode: |
| Tel No:  (please specify - work/home/mobile)  E-mail: | Tel No:  (please specify - work/home/mobile)  E-mail: |
| Occupation:  They have known me for …… years.  In what capacity have they known you?  May we approach them for a reference now  (ie before interview)? Yes/No | Occupation:  They have known me for …… years.  In what capacity have they known you?  May we approach them for a reference now  (ie before interview)? Yes/No |

| **10.** Have you any criminal convictions that are not classed as ‘spent’ under the Rehabilitation of Offenders Act 1974? **Yes No**  If yes, please send full details to Suzanne Wilson at the address above marked ‘strictly private and confidential’ |
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| LNT keep all job applications on file for a period of 12 months, after which unsuccessful applications are securely destroyed.  **11. Your Signature:**  **Date:** |
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| Did you have any difficulties in completing this form? If so, do you have any suggestions for improving it? |
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