## Southmead Project Application Form Confidential

The information supplied on this application form will be used to evaluate your suitability for the position applied for at the Southmead Project. Please use Black ink and use block capitals or type. Please read the guidance notes before completing the forms.

Position Applied for:-----------------------------------------------------------------------------------------------------------

Surname:--------------------------------------------------------------------------------------------------------------------------

First Names: --------------------------------------------- --------------------------------------------------------

Date of Birth:---------------------------------------------- National Insurance No:------------------------------------

Address:------------------------------------------ Day time tel No:---------------------------------------------

------------------------------------------------------ Evening tel No:----------------------------------------------

------------------------------------------------------ Mobile:---------------------------------------------------------

-------------------------------------------------------- Email Address:-----------------------------------------------

Do you have a full clean driving license Yes □ No □

Do you have transport Yes □ No □

**Qualifications & Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Secondary School /College/University/Training Organisations | Qualifications | Subject | Grade Obtained |
| From | To |  |  |  |  |
|  |  |  |  |  |  |

Membership of Professional Bodies:

Name:…………………………………………………….Membership/Status:…………………………….

Renewal Date:……………………………………

**Employment Experience**

Please give details of your present or most recent employment/voluntary work first and work backwards. Please include a note of all periods of unemployment, travel etc. in the space provided so there are no gaps in the record. (please use additional sheets if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Date from/to (month/year) | Employers name and address and nature of business. | Job titles brief description of duties | Final/current salary and reason for leaving |
| Please provide information of any gaps in employment |  |  |  |

Please tell us how your experience, skills and qualifications meet the requirements of the job specification. Please ensure you complete this carefully as the information you provide will be the basis for short-listing. We suggest you refer to the guidance notes before completing this section.

**Relevant Experience**

**References**

Please give details of references, which cover the last 5 years of your paid employment or voluntary work. The first of your references must be your present employer and your relevant line manager. If you are unemployed this should be your last employer, or if this is your first job application your head teacher or college tutor. Please note that the Southmead Project has the right to take up references in respect of any previous employment paid or unpaid, without further notification to you.

Current Employer Previous Employer

Name: ………………………………………………. Name: ……………………………………………….

Job Title: …………………………………………… Job Title: ……………………………………………

Organisational Address (in full): Organisational Address (in full):

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E-mail address: ……………………………… E-mail address: ………………………………

Telephone Number: ………………………… Telephone Number: …………………………

**Previous Employer: Head Teacher/Tutor**

Name:……………………………………………… Name:………………………………………………

Job Title: …………………………………………… Job Title: ……………………………………………

Organisational Address (in full): Organisational Address (in full):

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E-mail address: ……………………………… E-mail address: ………………………………

Telephone Number: ………………………… Telephone Number: …………………………

Can we contact your current employer prior to any condition offer of employment: Yes 🞎 No🞎

**Equal Opportunities Monitoring Form – Confidential**

To ensure no one experiences unfair discrimination, we only use this information to monitor the effectiveness of our Equal Opportunities policy and practice. Please complete the form and return it with your application form.

Post Applied for:…………………………………………………………………………………………………..

**Age:**  🞎 16-23 🞎 24-30 🞎 31-45 🞎 46-60 🞎 Over 60

**Marital Status:**  🞎 single 🞎Married 🞎Separated 🞎Divorced 🞎Other

**Do you have a disability?** 🞎 Yes 🞎 No

**Gender:** 🞎 Male 🞎 Female

Nationality – How would you describe your ethnic origin? (as defined in the 2001 census)

**White: Mixed: Black:**

🞎 British 🞎 White and Asian 🞎Black African

🞎 Irish 🞎 White and Black Caribbean 🞎Black Caribbean

🞎 Scottish 🞎White & Black African 🞎British

🞎 Welsh 🞎Any other mixed background 🞎Other black background

🞎Any other white background

🞎 Chinese

* Any other ethnic background

Where did you see the post advertised? Please state:

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**How To Apply**

Completing the application form – guidance notes

**Please read these notes carefully before completing your application form.**

This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress with your application.

**General Points**

* Be sure to fill in the post title, which ensures that you are considered for the correct post.
* If you have a disability and need any help in completing the form, or require the information in another format, please contact us
* If you decide extra pages are required as part of your application please put your name on each page and put headings such as work history continued etc.

**Qualifications and Training**

* As some jobs require no formal qualifications do not be put off if you have nothing to write in this section.
* As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
* Include all qualifications and training which may be part-time as well as full-time.

**Work History**

* The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.
* Alternatively, some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

**Relevant experience**

* This section gives you the opportunity to state why you are suitable for the post. Before completing it we suggest you refer to the job description and person specification.
* The job specification outlines the main duties of the post and the person specification contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
* Here it is essential to relate your experience to the information given in both these documents by giving specific examples, e.g. telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure that you address all of the points in the person specification, which will allow you to demonstrate your suitability for the position you have applied for.
* You may wish to draw on skills developed outside of work, whether home-based, social or community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

**References**

* As an employer committed to providing the best service possible we aim to be rigorous in our selection methods and therefore request references for all short-listed applicants prior to interview.
* References will be taken up prior to job offer, any objections from you will be considered in respect of references from your current employer.
* References must cover the last five years of your employment (up to a maximum of four) and include one from your current manager.
* If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity eg, as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

**Criminal Convictions**

* If the vacancy is exempt from the Rehabilitation of Offenders legislation, you must still declare any cautions, convictions or reprimands on a separate sheet of paper, and tell us if there are proceedings outstanding against you.
* If the post is not exempt from the provisions of the legislation’s, but you have an “unspent” caution, conviction or reprimand, you should also declare this on a separate sheet of paper.
* Having a criminal record does not automatically prevent you from being considered for a job.

**Disability**

* Southmead Project is committed to equal opportunities and has a policy of guaranteeing an interview to any applicant who has a disability and who meets the criteria. However, in order to ensure that this happens. Please can you complete the disability question on the application form. Unfortunately the Project is not accessible for people in wheelchairs.
* All members of staff, paid and unpaid, are required to undergo the Enhanced level of Criminal Records Bureau Disclosure.

**Equal Opportunities Monitoring**

* Southmead Project is committed to achieving equality of opportunity and continually monitors the effectiveness of its policies. In order to do this effectively we need applicants to supply information about their ethnic origin, gender, age, marital status and whether they have a disability. This information is confidential and is not seen by the selection panel. The information is also used to monitor our recruitment and selection process. Using this information we can work to ensure that no-one experiences unfair discrimination.

**Returning the Forms**

* If possible take a copy of the forms. The interview will include questions about the information you have given us.
* Return to the Southmead Project by the closing date. **All applications received late will not be considered.**
* Remember we are only able to measure your suitability by the information you give us.
* If you require further information please contact the Southmead Project.