



**Church Action
on Poverty**

Internship application form *Confidential*

Please return to Church Action on Poverty, Dale House, 35 Dale Street, Manchester M1 2HF or
info@church-poverty.org.uk

Programme applied for:

Closing date:

Personal and contact details

Surname:

Other names:

Permanent residential address:

Postcode:

Daytime telephone:

Evening telephone:

Email address:

Publication or website where you saw this position advertised:

Referees

Please give the names and addresses of two people who can provide references. Do not include relatives. **If possible, please include a previous employer as at least one of your references.** Please state in what capacity each referee is acting, eg employer, former employer, friend etc.

First referee

Delete as appropriate:

Employer/friend/other (specify): _____

Name:

Address:

Please do not contact this referee without prior permission from me

Second referee

Delete as appropriate:

Employer/friend/other (specify): _____

Name:

Address:

Please do not contact this referee without prior permission from me

Equal Opportunities monitoring

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

Sex

Please put a tick in one of these boxes.

I am... female male

Disability

Please put a tick in one of these boxes.

Do you consider yourself to be a disabled person? Yes No

Please give further details if you wish:

Age

Please put a tick in one of these boxes.

I am... under 18 18-24 25-44 45-64 65 or over

Ethnic origin

Please put a tick in one of these boxes.

I would describe my ethnic origin as:

- Bangladeshi
- East African Asian
- Indian
- Pakistani
- Chinese
- Vietnamese
- Other Asian
Please specify: _____
- Middle Eastern
- Caribbean
- African

- Black British
- Other Black
Please specify: _____
- White & Black Caribbean
- White & Black African
- White & Asian
- Other Mixed Origin
Please specify: _____
- White British
- Irish
- Other White
Please specify: _____

Education and experience

Please give details of any relevant qualifications, training and work experience.

| From (month/ year) | To (month/ year) | Details |
|--------------------------|------------------------|---------|
| | | |

Personal statement

With your application pack, we sent you a person specification. This is very important because it lists the essential requirements necessary for this position. **Please follow the steps below when completing this section.**

1. Study the person specification very carefully. The shortlisting panel will be looking for evidence that you meet these requirements from the information you give here.
2. Please show concrete evidence and real examples of how you meet each of these requirements. **Remember, if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.**
3. **Please also indicate which campaign or project you are most interested in working on,** and explain why you feel you are suited to working in that area.
4. Please continue on separate sheets if required.

A note to 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 position.

If, however, you feel that a certain aspect of the work 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 position 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 work?

Yes No

If yes, please give details:

Availability

How soon after receiving an offer would you be able to take up the position?

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: