

APPLICATION FOR EMPLOYMENT WITH CHURCH ACTION ON POVERTY



Confidential

Job applied for:

Closing date:

Personal/Contact details

Surname:

Other Names:

Permanent Residential Address:

Postcode:

Daytime telephone:

Evening telephone:

Please state the publication or website where you saw this job advertised

Job share/full-time

If this job was advertised as available for job share, please tick one box below to show whether or not you wish to job share:

Job share only Full-time only Either job share or full-time

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 details of last employer.** Please state in what capacity each referee is acting, e.g. Current employer, former employer, friend etc.

1st Referee

Delete as appropriate: current employer/
former employer/friend/other (specify)

Name

Address

2nd Referee

Delete as appropriate: current employer/
former employer/friend/other (specify)

Name

Address

If you do not want one or both of your referees to be approached without prior permission please tick the box(es) below:

1st Referee 2nd Referee

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	<input type="checkbox"/>	Other Black please specify	<input type="checkbox"/>
East African Asian	<input type="checkbox"/>	
Indian	<input type="checkbox"/>		
Pakistani	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Other Asian please specify	<input type="checkbox"/>	Other Mixed Origin please specify	<input type="checkbox"/>
.....		
Middle Eastern	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	White British	<input type="checkbox"/>
African	<input type="checkbox"/>	Other White please specify	<input type="checkbox"/>
Black British	<input type="checkbox"/>	

Work Experience

Please give details of past and present work. This can be paid work, voluntary work or 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. Use the space below and please do not attach a CV.**

NAME AND ADDRESS OF EMPLOYER OR ORGANISATION	JOB TITLE OR ROLE	PAID/ UNPAID Yes/No	MAIN DUTIES OF THE JOB	FROM Month/Year	TO Month/Year	REASON FOR LEAVING

Qualifications

Academic and/or professional

DATE	QUALIFICATION	LEVEL	WHERE OBTAINED

Training

Include any short courses you have taken

FROM	TO	DETAILS

The Person Specification

With your application pack we sent you a Person Specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before 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 if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Please continue on separate sheets if required.

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/Medical conditions

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

Yes No

If 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

Please return to: -
Church Action on Poverty, Central Buildings, Oldham Street, Manchester, M1 1JQ