|  |  |
| --- | --- |
| 275_rgb_100  **Registered Charity No 1166141** | **Volunteer Centre Pershore**  **1 Billing House**  **Cherry Orchard**  **Pershore**  **Worcs WR10 1EY**  **Tel: 01386 554299**  **Email**: [chair@pershorevolunteers.org.uk](mailto:chair@pershorevolunteers.org.uk) |

**Application for the post of:**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title**  **(Mr/Mrs/Miss/Ms etc)** |  |
| **First name (s)** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Daytime Telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Date of Birth** |  |

How would you prefer to be contacted? Phone / Mobile / Email

When is the best time to contact you? Morning / Afternoon / Evening

If your application is successful, when would you be able to start? ……………………………

**BACKGROUND INFORMATION**

**EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Schools attended**  **(from age 11)** | **Dates** | **Qualifications** |
|  |  |  |
| **Further / Higher Education** | **Dates** | **Qualifications** |
|  |  |  |
| **Other relevant training /**  **professional qualifications** | **Dates** | **Qualifications** |
|  |  |  |

**SKILLS AND EXPERIENCE**

**CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Employer** | **Position held & Main duties** |
|  |  |
| **Date Started** | **Period of Notice required** |
|  |  |

**PREVIOUS/RECENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Employer Name & Address** | **Position held & Main Duties** | **Dates & Reason for leaving** |
|  |  |  |
|  |  |  |
|  |  |  |

HEALTH

|  |  |  |
| --- | --- | --- |
| **Please state any serious illness /disability / operations** | | |
|  | | |
| **Please detail any absence through sickness in the last two years** | | |
| **Number of Periods** | **Number of Days** | **Reasons** |
|  |  |  |

**This section provides an opportunity to outline your knowledge, skills and experience (paid or voluntary) relevant to the position applied for.**

**Please continue on an additional sheet if necessary.**

|  |
| --- |
|  |

REFERENCES

Please give below the full name, address, telephone number and email address of two referees who are not related to you, one of whom should be your present or most recent employer.

Your references will usually be taken up if you are shortlisted and before you are invited for interview, unless you indicate that an approach should not be made at this stage

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Address** |  | |
| **Telephone number** |  | |
| **Email** |  | |
| **Capacity known** |  | |
| May we contact this referee prior to interview? | | Yes / No |

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Address** |  | |
| **Telephone number** |  | |
| **Email** |  | |
| **Capacity known** |  | |
| May we contact this referee prior to interview? | | Yes / No |

DISCLOSURE OF INFORMATION

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of an offer of employment, an Application for Disclosure will be made to the Disclosure and Barring Service, and any failure to disclose such convictions could result in dismissal.

All information will be treated in the strictest confidence and will be considered only in relation to a position to which the order applies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any cautions or criminal convictions relevant to the post for which you have applied? | Yes |  | No |  |
| If yes, please give details: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| DECLARATION  I confirm that to the best of my knowledge, the information I have given on this application form is true and correct.  I understand that the provision of false information will result in the termination of any offer or contract of employment.  I understand that an appointment will be subject to satisfactory references, including Disclosure from the Disclosure and Barring Service. | | | |
| Signature |  | Date |  |

**EQUAL OPPORTUNITIES MONITORING FORM**

**This information will be treated as completely confidential and will be used for monitoring purposes only.**

**This information will be detached from the application form on receipt and will not be considered during the selection process.**

Pershore Volunteer Centre is committed to the elimination of all forms of unjustifiable discrimination. The Centre will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. In working towards the success of this policy, all applicants are asked to complete the questionnaire below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Which of the following do you consider to be your ethnic origin?**  *Please tick one box only - see below for explanatory notes* | | | | |
| White (W) |  |  | Chinese (CH) |  |
| Black African (AF) |  |  | Irish (IR) |  |
| Bangladeshi (BA) |  |  | Pakistani (P) |  |
| Black Other (BL) |  |  | Black Caribbean (BC) |  |
| Indian (IN) |  |  | Other (O)  please describe |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Are you** | Male |  | Female |  |
| **3. Do you have a disability?** | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. Please tick the age band currently applicable to you** | | | | | | | | | | | | | | | | |
| **Up to 19** |  |  | **20-29** |  |  | **30-39** |  |  | **40-49** |  |  | **50-65** |  |  | **over 65** |  |

|  |  |
| --- | --- |
| **5. Where did you see this post advertised?** |  |

**Monitoring form explanatory notes**

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 1991 Census. Ethnic origin questions are not about nationality, place of birth or citizenship; they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong, or tick the ‘any other ethnic group’ box and give details in the space provided.