

Application for Employment



Important Notes:

Please read the guidance notes before completing this form.

Sections A to C will be detached from the rest of the application and that information will not be available to the shortlisting panel.

We do **not** accept CVs. We do accept e-mailed applications but a signed copy is still required, if short listed for interview. Please e-mail completed applications to chair@buryvcfa.org.uk or by post (marked as private and confidential) to: Chair Bury Voluntary Community & Faith Alliance St St. John's House, 155 – 163 The Rock Bury BL9 0ND.

POST APPLIED FOR:

SECTION A - PERSONAL DETAILS

Forename(s)		Surname(s)	
Address			
		Postcode	
Home Tel.		Mobile	
E-mail			

SECTION B - HEALTH INFORMATION - Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process.

Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/attend for interview:

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Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties:

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SECTION C - GENERAL INFORMATION

Are you currently eligible for employment in the UK? (please tick ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(You will be required to provide proof of this before commencing employment)				
Rehabilitation of Offenders Act 1974				
Do you have any criminal convictions other than those which are spent (please tick ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details of the conviction(s) and date(s)				

SECTION D - EDUCATION AND TRAINING

School/College/University	Qualifications Gained and Date Awarded

Other Relevant Training Courses relevant to this application	
Subject	Date

SECTION E - EMPLOYMENT RECORD

Present or Most Recent Employment			
Name of employer			
Address			Post Code
Start Date		End Date	
Notice Period		Salary	
Reason for Leaving			
Please give a brief outline of your duties and responsibilities			

Previous Employment (Please continue on additional sheet if necessary)				
Employer Name & address and nature of business	Dates		Post title and brief details of main duties	Reason for leaving
	From	To		

SECTION F - SUPPORTING STATEMENT

In this section please tell us how you match the person specification citing relevant and specific examples from your through voluntary work, education, home life or hobbies, as well as work experience. Supply other relevant details in support of your application and describe the contribution you would make to VCFA. (Please continue on a separate sheet if necessary (max 4 additional sheets)).

No of additional sheets attached

Relevant Community/Voluntary Experience:

Do you hold a current driving licence?	(please tick ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have access to a car?	(please tick ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

REFERENCES

Please supply full details of two referees whom we may approach, one of whom should be your present or most recent employer and the other a previous employer. If you are self-employed or have not been in employment then please give details of two people who have direct knowledge of your skills and abilities and have known you for at least 3 years.

Name		Name	
Organisation		Organisation	
Job Title		Job Title	
Address		Address	
Postcode		Postcode	
Tel No.		Tel No.	
Email		Email	
Can we contact before interview?		Can we contact before interview?	
(please tick ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(please tick ✓) Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Information - Please include any information not requested that you feel is relevant to your application:

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DECLARATION

I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise Bury VCFA to verify information contained in this application via telephone, e-mail, or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and/or health information should this be necessary for this post.

Signature	Date
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