

JOB APPLICATION FORM

Charity no. 1090188
Company no. 3852539



Lynemouth Resource Centre
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Northumberland, NE61 5YJ
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www.lynemouth.org.uk

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Data Protection Act 1998 – The Lynemouth Trust will process the data you supply with this application form for recruitment and employment purposes only and will not keep the data for longer than is necessary. The data will not be further processed for any reason incompatible with these processes.

If you require, for the reason of a disability, for this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format please contact The Trust at the address at the end of the application form. Examples are a format in Braille, large print or submission via tape recording. This will in no way be detrimental to your application.

1. Position applied for:	Closing date:
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2. PERSONAL DETAILS		
Applicant Ref No:		
Surname:	First names:	
Address:		
Home tel no:	Work tel no:	Mobile no:
Email:	National Insurance Number:	

PLEASE NOTE THIS PAGE WILL BE REMOVED BEFORE THE APPLICATION IS SCORED

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1. Position applied for:	Closing date:
--------------------------	---------------

2. PERSONAL DETAILS	
Applicant Ref No:	

3. HEALTH	
Are you in good health?	Yes No <input type="checkbox"/>
Are there any disabilities which may affect your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe disabilities and	
a) Any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job	
b) Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.	
Do you consider yourself a Disabled Person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
This information is needed so that all disabled applicants who meet the minimum criteria for this position are offered an interview.	

4. How many days sickness have you had during the last year?

6. Do you: Own a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have a current driving licence?

Provisional

Full

HGV

No

Have any current endorsements? (give details)

7. SECONDARY EDUCATION

School name/address	Dates		Examinations (subject/result etc)
	From	To	

8. FURTHER EDUCATION AND TRAINING

University/College	Dates		Type of course	Subjects	Qualification or class of degree
	From	To			

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9. OCCUPATIONAL QUALIFICATIONS			
College or institute or other name	Dates		Qualification level
	From	To	

10. PREVIOUS EMPLOYMENT (Please include details of your most recent employment here, and use the spaces below to give details of other employments, including voluntary work, working backwards from the most recent)			
Current / most recent employer (<i>please state</i>)			
Name & address of employer:			
Type of business:		Job title:	
Brief description of duties/responsibilities:			
Starting date:	Current Wage:		Notice period:
Date of leaving:	Reason for leaving:		

Previous employer: _____ Type of business: _____

Address: _____ Starting date: _____

_____ Leaving date: _____

Job title: _____

Duties/responsibilities: _____

Reason for leaving: _____

Previous employer: _____ Type of business: _____

Address: _____ Starting date: _____

_____ Leaving date: _____

Job title: _____

Duties/responsibilities: _____

Reason for leaving: _____

Previous employer: _____ Type of business: _____

Address: _____ Starting date: _____

_____ Leaving date: _____

Job title: _____

Duties/responsibilities: _____

Reason for leaving: _____

11. STATEMENT IN APPLICATION FOR THE POST (please continue on separate sheet if necessary)

STATEMENT IN APPLICATION FOR THE POST - Continued

12. REFERENCES (Please give name and address of two referees, both of whom should, if possible, be people who can supply a *work reference*, at least one should be your current employer, or last employer if unemployed)

1. Current / Most Recent Employer <i>(please delete appropriate)</i> NAME COMPANY:	2. Other – <i>(Not family members)</i> NAME COMPANY:
ADDRESS	ADDRESS
TELEPHONE NO.	TELEPHONE NO.
Please tell us in what capacity this person is providing a reference eg Line Manager etc	
If shortlisted references will be taken up before the interview . If you do not want us to approach your present employer at this stage please tick the box provided. <input type="checkbox"/> No	

13. DISCLOSURE OF CRIMINAL BACKGROUND – because of the nature of the establishment to which you are applying, this post may be exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure will only be requested after it has been determined that one is both appropriate and relevant to the position concerned.

This post is exempt therefore no further action is required by you.

Is not exempt from the Rehabilitation of Offenders Act 1974 therefore you are not entitled to withhold any information about criminal convictions you may have had, including any ‘spent’ convictions. **YOU MUST DECLARE ANY CONVICTIONS FOR CRIMINAL OFFENCES.** In line with legislative requirements, Lynemouth Trust will request a Disclosure certificate from the Criminal Record Bureau after a provisional offer of employment is made to a candidate. The Lynemouth Trust complies fully with CRB Code of Practice in relation to the secure storage, handling, use, retention and disposal of disclosure information.

Have you ever been convicted of any criminal offence or been given an official written caution?
 Yes No

If YES please specify date of caution or conviction, court, nature of the offence and sentence imposed on a separate sheet of paper and enclosed in a sealed envelope. Convictions will only be considered if an appointment is offered and if particularly relevant to the post applied for.

If appointed do you give your consent to your response to the above being verified by the relevant bodies?
 Yes No

In the event of employment, any failure to disclose such convictions may result in disciplinary action or dismissal.

14. Do you have the right to work in the UK?
 You must state if you need a work permit to work in the UK? Yes No (if yes evidence will be requested)

Where did you see the post advertised?

15. Recruitment policy
 It is Lynemouth Trust’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of age, race, colour, national origin, sex, sexual orientation, religion or belief or marital status or disability.

I authorise the Lynemouth Trust to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I understand that the information supplied in this application will be held by the organisation under the terms of the Data Protection Act 1998.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or, if employed, dismissal.

Signature of applicant

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Date

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*Please return this completed form to:-
CELL Biglocal c/o Lynemouth Community Trust, Bridge Road, Lynemouth, NE61 5YL
or admin@lynemouth.org.uk*