

PERSONAL DETAILS

Surname:

Forenames:

Title:

Previous surname if any:

Address

Postcode:

CONTACT DETAILS

Home Tel:

Mobile:

Work Tel:

May we contact you at work? Yes No

Email address:

PRESENT CIRCUMSTANCES

Present employer's name:

Address:

Postcode:

Tel:

Date joined:

Position held:

Current salary: £

Notice period:

Employee benefits:

**No approach will be made to your current employer
before an offer of employment is made to you.**

Your responsibilities and significant achievements:

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application, or with our recruitment process:

REFEREES

Please give the names and contact details of two work related referees, one of whom should be your current employer or, if unemployed or self-employed, your last employer

Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:

PREVIOUS EMPLOYMENT

Name of employer	From	To	Position held and brief summary of responsibilities	Reason for leaving

EDUCATION AND QUALIFICATIONS

Please give details of education and any recognised qualifications gained

Name of school/college/university/training college

Qualifications gained

Please give details of relevant National Governing Body qualifications required of the job that you are applying for

Grade/Level

Please give details of other qualifications/skills or achievements (inside or outside of work) that you believe are relevant to this application (computer software etc)

Do you have a current driving license? Yes No

MEMBERSHIP OF PROFESSIONAL BODIES (RYA, BMC, BC or other)

Name of body

Status
eg: member

Registration
number

Expiry date if
applicable

FURTHER INFORMATION

Please give your reasons for making this application covering all points as outlined in the job description . Explain how your experience, qualifications and personal attributes can contribute to Cobnor Activities Centre Trust. If necessary continue on a separate page and attach to this form

SICKNESS ABSENCE RECORDS

What absence have you had through sickness in the last 2 years?

Total number of days: Number of occasions:

Please give further details if appropriate:

REHABILITATION OF OFFENDERS ACT 1974

As you are likely to be working with children, we are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, meaning that we are entitled to ask about spent convictions.

Have you any "spent" or "unspent" convictions as defined within the Rehabilitation of Offenders Act 1974? Yes/No

Have you ever been convicted of a criminal offence in the UK or overseas? Yes/No

Are you currently the subject of a police investigation, or prosecution, in the UK or overseas? Yes/No

If yes, to any of the above, please enclose details in a sealed envelope marked 'CONFIDENTIAL'

Having a criminal record will not necessarily bar anyone from working for Cobnor Activities Centre Trust. This will depend on the nature of the position and the circumstances and background of any offences.

ASYLUM & IMMIGRATION ACT 1996

All employment is subject to original documentary proof of your right to work in the UK

National Insurance Number: _ _ _ _ _

If you do not have a National Insurance Number, are you subject to any legal restrictions with regard to your employment in the UK Yes No

If "yes" please explain:

Please note that you are required to bring original documentary proof of your right to work in the UK if invited for interview

DATA PROTECTION

Information given on, and in support of this application, will be controlled under the Data Protection legislation, and will be used for the purpose of recruitment within Cobnor Activities Centre Trust. Should your application be successful, the information will then be used for employee records and payroll purposes. May we have your permission to process the information both manually and automatically for these purposes? Yes No

Source of Application

How did you hear about us?

External Advert: (please specify)

Agency: (please specify)

Job Centre: (please specify)

Other: (please specify)

DECLARATION

I declare that to the best of my knowledge the above information and that submitted in any accompanying documents, is correct. I am willing for representatives of Cobnor Activities Centre Trust to make enquires to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose. I understand that any false or misleading information provided, may result in my dismissal if I am appointed

Signed:

Date:

Equality and diversity monitoring form

The Activities Centre Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, however filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some senior staff within the organisation's Human Resources section.

Please return the completed form in the envelope marked 'Strictly confidential' to The Cobnor Activities Centre Trust, Cobnor Point, Chidham, West Sussex PO16 9NX.

Gender Man Woman Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual
Prefer not to say If you prefer to use your own term, please specify here

.....

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say

Note: The information you provide will stay confidential, and be stored securely and limited to only some senior staff within the organisation's Human Resources section, filling in this form is voluntary.