Active Lancashire

Job Application Form

**Equal opportunities**

Active Lancashire as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment by way of direct or indirect discrimination because of age, disability, sex, gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

|  |
| --- |
| Vacancy Details |
| Vacant position: |  | **Opening date:** (DD/MM/YYYY) |  | **Closing date:** (DD/MM/YYYY) |  |
| Return completed form to:  | **Address and postcode:** |  |
| **Email:** |  |

|  |
| --- |
| Applicant Details |
| Title: |  | **Forename(s):** |  | **Surname:** |  |
| Current address and postcode: |  |
| Telephone number(s): | 1st: |  | 2nd: |  | 3rd: |  |
| Email address(s) | 1st: |  | 2nd: |  |  |  |

|  |
| --- |
| Employment History - Present Post (if applicable) |
| Employer: |  | **Job title:** |  |
| Start date: |  | **Notice period:** |  |
| Salary: | £ | **Benefits:** |  |
| Is this your sole employment? | Yes [ ]  | No [ ]  |
| Job purpose summary (no more than one or two sentences): |
|  |
| Main duties and responsibilities: |
|  |
| Reason for searching for alternative employment: |
|  |

|  |
| --- |
| Employment History - Previous Posts (starting with your most recent) |
| Employer: |  | **Job title:** |  |
| Start date: |  | **End date:** |  |
| Salary: | £ | **Benefits:** |  |
| Job purpose summary (no more than one or two sentences): |
|  |
| Main duties and responsibilities: |
|  |
| Reason for leaving: |
|  |
| Employer: |  | **Job title:** |  |
| Start date: |  | **End date:** |  |
| Salary: | £ | **Benefits:** |  |
| Job purpose summary (no more than one or two sentences): |
|  |
| Main duties and responsibilities: |
|  |
| Reason for leaving: |
|  |
| Employer: |  | **Job title:** |  |
| Start date: |  | **End date:** |  |
| Salary: | £ | **Benefits:** |  |
| Job purpose summary (no more than one or two sentences): |
|  |
| Main duties and responsibilities: |
|  |
| Reason for leaving: |
|  |

|  |
| --- |
| Secondary School Education |
| Please note that Active Lancashire may request copies of any relevant educational certificates applicable to this vacancy. |
| Educational establishment: |  | **Start date:**(DD/MM/YYYY) |  | **End date:**(DD/MM/YYYY) |  |
| Qualification(s): | **Grade(s):** |
|  |  |

|  |
| --- |
| Further/Higher Education (Colleges and Universities) |
| Educational establishment(s): | **Start date(s):**(DD/MM/YYYY) | **End date(s):**(DD/MM/YYYY) | **Qualification(s):** | **Grade(s):** |
|  |  |  |  |  |

|  |
| --- |
| Other relevant training, professional qualifications or work related skills e.g. short courses, on-the-job training etc: |
|  |

|  |
| --- |
| Present study details: |
|  |

|  |
| --- |
| Professional membership details: |
|  |

|  |
| --- |
| Supporting information: (please include any relevant details in support of your application, including relevant experience, achievements, competencies and voluntary work . Please also ensure that you address ALL of the Essential Criteria set out in the Skills and Experience section on the Job Profile, using examples to demonstrate how you meet each of these Essential Criteria requirements. Active Lancashire will assess applicants based on the Essential Criteria requirements for this post. *For example, if an Essential Skill listed on the Job Profile is: Exceptional communication, co-ordination and organisational skills. Please include your strengths, skills or experience in this area.**Please limit the Supporting information to 2 pages in total.*  |
| Please use an additional sheet if necessary……… |

|  |
| --- |
| Other Details |
| Do you have right to work in the UK? | Yes [ ]  | No [ ]  |
| If your right to work in the UK is due to end please provide the date of expiry: |  |
| Do you have a full driving licence? | Yes [ ]  | No [ ]  |
| Do you have use of a car? | Yes [ ]  | No [ ]  |
| Please detail any current endorsements you have: |
|  |
| How did you findout about this vacancy? |

|  |  |  |  |
| --- | --- | --- | --- |
| E-Bulletin [ ]  | Newspaper [ ]  | Website [ ]  | Other [ ]  If so, please specify: |

 |

|  |
| --- |
| Disclosure of Criminal Background |
| Have you been found guilty of a criminal offence? | Yes [ ]  | No [ ]  |
| If yes, please specify date of conviction, caution, conditional discharge or bind-over court, nature of offence and sentence imposed: |
|  |
| Please note that under the rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past. However the 1975 Exemptions Order to the Act excludes certain types of employment, which involves contact with vulnerable adults or young people from the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a ‘regulated post of employment’ (the advert, job details and accompanying information should make it clear whether the job is regulated), please refer to the criminal records disclosure requirements.  |
| I certify that I am not included on the Children’s Barred List or Adult’s Barred List maintained by the Disclosure and Barring Service (formerly the Independent Safeguarding Authority), that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the vacancy applied for [ ]  (please tick to certify). |

|  |
| --- |
| References |
| Please provide details of two individuals who are willing to provide a reference for you. Please also state their relationship to you (e.g. employer/supervisor/tutor etc). Where possible, one referee should be your current or most recent employer and neither should be a member of your family: |
| Referee 1: | **Referee 2:** |
| Full name: |  | **Full name:** |  |
| Occupation/Business (if applicable): |  | **Occupation/Business (if applicable):** |  |
| Position: |  | **Position:** |  |
| Relationship to you: |  | **Relationship to you:** |  |
| Address and postcode: |  | **Address and postcode:** |  |
| Email: |  | **Email:** |  |
| Telephone number: |  | **Telephone number:** |  |
| Please tick if you DO NOT wish your referees to be contacted before your offer of employment [ ]  |
| Please note that in the interests of economy we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.  |

|  |
| --- |
| Data Protection |
| The organisation treats personal data collected during the recruitment in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company’s job applicant privacy notice. |
| I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my application for employment. Please tick to consent [ ]  |

|  |
| --- |
| Declaration |
| I certify that to the best of my knowledge all the information I have provided in this application form is complete and correct. I understand that deliberately providing false or incomplete information will disqualify me from consideration for this vacancy, or if appointed, dismissed without notice [ ]  (please tick to certify). | **Date:** (DD/MM/YYYY) |  |

Active Lancashire

Monitoring Job Applicants Form

Active Lancashire are committed to promoting a diverse workforce and to active policies which eliminate unfair discrimination whether directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. In order to assess the effectiveness of our policies we have set up a system of monitoring all job applications.

This sheet will be detached before your application is considered. Any information given will be used for statistical analysis only, will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this form.

|  |
| --- |
| Vacancy Details |
| Position applied for: |  |
| How did you find out about this vacancy? | E-Bulletin [ ]  | Newspaper [ ]  | Website [ ]  | Other [ ]  If so, please specify: |  |

|  |
| --- |
| Personal Particulars |
| Title: |  | **Date of birth:** (DD/MM/YYYY) |  | **Place of birth:** |  |
| Forename(s): |  | **Age:** |  | **Nationality:** |  |
| Surname: |  | **Marital status:** |  |  |  |
| Gender Identity: |  | **Gender Identity same as assigned at Birth:** |  | Sexual Orientation: |  |

|  |
| --- |
| Ethnicity |
| Which is your ethnic group? Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background: |
| A White B Mixed C Asian or Asian British White British [ ]  Mixed White and Black Caribbean[ ]  Indian [ ]  White Irish [ ]  Mixed White and Black African [ ]  Pakistani [ ]  Any other White background [ ]  Mixed White and Asian [ ]  Bangladeshi [ ]  Any other Mixed background [ ]  Any other Asian background [ ] C Black or Black British D Chinese or other ethnic group Caribbean [ ]  Chinese [ ]  African [ ]  Any other ethnic group [ ]  Please specify:  Any other Black background [ ]  |

|  |
| --- |
| Disabilities |
| Do you have any disabilities? | Yes [ ]  | No [ ]  |
| If so, please detail: |
|  |

|  |
| --- |
| Data Protection |
| The organisation treats personal data collected during the recruitment in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company’s job applicant privacy notice. |
| Please tick to consent to Active Lancashire processing the data supplied in this application from for the purposes of equal opportunities monitoring [ ]  |