THE HAVEN KILMACOLM

APPLICATION FOR EMPLOYMENT

- Please fill in this form by printing in black ink or typing
- The Job profile and person specification will be available at www.thehavenkilmacolm.com

Candidate No _____

POST APPLIED FOR _____ **REF NO SSW01_**

SECTION A – PERSONAL DETAILS

First Name(s)	Surname
Address	Telephone
	Mobile
Postcode	E-Mail
PVG Number	National Insurance Number

SECTION B – SECURITY

If you have previously been convicted of any offences, please give details unless the conviction can be regarded as "spent" in terms of the Rehabilitation of Offenders Act 1974 (continue on a separate sheet if necessary)

SECTION C - Employment

Please give detail of your employment history: (Starting with most recent position)

1. Employer _____ Dates From _____ Until _____
   Position _____
   Duties _____

2. Employer _____ Dates From _____ Until _____
   Position _____

3. Employer _____ Dates From _____ Until _____
   Position _____

SECTION E – QUALIFICATIONS

1.University/College	Course
Date awarded	
2.University/College	Course
Date awarded	

SECTION D – Personal Statement

Please indicate below why you are interested in the post and what skills you will be able to bring to it. This information will play a significant part in the shortlisting process:

SECTION D – REFERENCES

Please give details of two people who can provide references (one of whom must be your **present or most recent employer**, the other could be a character referee).
If you do not wish us to contact your referees at this stage, please tick here ☐

Current or Most Recent Employer	Character Referee
Name	Name
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Capacity in which they know you:	Capacity in which they know you:

Candidate No:_____

SECTION F – EQUAL OPPORTUNITIES MONITORING

The Haven Kilmacolm ensures that all applications are treated fairly and without unacceptable prejudices influencing decisions in order to achieve equality of opportunity in employment for all.
In order to monitor the effectiveness of this policy, all applicants are asked to **complete all parts** of this form. The information will be used for monitoring purposes only.
Please complete all sections below by placing a tick ☑ or by providing further information where appropriate

GENDER

Male ☐ Female ☐

AGE

under 18☐ 18-21☐ 22-25☐ 26-35☐
36-45☐ 46-55☐ 56-65☐ over 65☐

MARITAL STATUS

Single ☐ Married ☐ Widowed ☐ Separated/Divorced ☐ Other ☐

DISABILITY

Under the Equality Act 2010 you are regarded as having a disability if you have an impairment which has substantial long term effect on normal day to day activities. Please tick the appropriate box:

Disabled ☐ Not Disabled ☐ Decline to Specify ☐

Do you have any special requirements if attending for an interview?

_____

ETHNIC ORIGIN

Individuals should decide which of the listed categories they most closely associate themselves with, having regard to their ethnic or cultural background

White
- ☐ English / Welsh/ Scottish/ Northern Irish/ British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Other White (please state)

_____

Mixed
- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Other mixed Ethnic (please state)

_____

Asian/ Asian British
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Other Asian (please state)

_____

Black/ African/ Caribbean/ Black British
- ☐ African
- ☐ Caribbean
- ☐ Other (please state)

_____

Other Ethnic
- ☐ Arab
- ☐ Other (please state)

_____

RELIGION/ BELIEF

Individuals should decide which of the listed categories they most closely associate themselves with, having regard to their religion or beliefs.

- ☐ Agnostic
- ☐ Atheist
- ☐ Buddhist
- ☐ Christian – Orthodox
- ☐ Christian – Protestant
- ☐ Christian – Roman Catholic
- ☐ Christian - Baptist
- ☐ Christian - Brethren
- ☐ Christian - Anglican
- ☐ Christian – Methodist
- ☐ Christian – Pentecostal
- ☐ Christian – Presbyterian
- ☐ Christian – Reformed
- ☐ Christian – Other
- ☐ Confucianism
- ☐ Hinduism
- ☐ Islam
- ☐ Judaism
- ☐ Shintoism
- ☐ Sikhism
- ☐ Taoism
- ☐ Other
- ☐ Not Specified

Candidate No:_____

SEXUAL ORIENTATION

Individuals should decide which of the listed categories they most closely associate themselves with.

☐ Bi-sexual ☐ Gay ☐ Heterosexual
☐ Lesbian ☐ Decline to specify

OTHER

Where did you first see this post advertised? _____

Are you eligible to work in the UK? YES ☐ NO ☐

Do you have a driving license? YES ☐ NO ☐ Date license from:_____

DATA PROTECTION

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. By signing the application form we assume that you agree to the processing of any sensitive personal data in accordance with our registration with the Data Protection Information Commissioner.

SIGNATURE

I confirm that the above information is truthful to the best of my knowledge. I understand that providing false or misleading information will disqualify me from selection or, if appointed, may result in my dismissal.
Signature _____ Date _____