

# 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](http://www.thehavenkilmacolm.com)

Candidate No \_\_\_\_\_

POST APPLIED FOR \_\_\_\_\_ REF NO \_

### 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:

## 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.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Agnostic                   | <input type="checkbox"/> Christian - Brethren     | <input type="checkbox"/> Hinduism      |
| <input type="checkbox"/> Atheist                    | <input type="checkbox"/> Christian - Anglican     | <input type="checkbox"/> Islam         |
| <input type="checkbox"/> Buddhist                   | <input type="checkbox"/> Christian – Methodist    | <input type="checkbox"/> Judaism       |
| <input type="checkbox"/> Christian – Orthodox       | <input type="checkbox"/> Christian – Pentecostal  | <input type="checkbox"/> Shintoism     |
| <input type="checkbox"/> Christian – Protestant     | <input type="checkbox"/> Christian – Presbyterian | <input type="checkbox"/> Sikhism       |
| <input type="checkbox"/> Christian – Roman Catholic | <input type="checkbox"/> Christian – Reformed     | <input type="checkbox"/> Taoism        |
| <input type="checkbox"/> Christian - Baptist        | <input type="checkbox"/> Christian – Other        | <input type="checkbox"/> Other         |
|   | <input type="checkbox"/> Confucianism             | <input type="checkbox"/> Not Specified |

## 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 \_\_\_\_\_