

Application Form

**Please complete using black ink or type**

|  |  |
| --- | --- |
| Position applied for | Volunteer?  Yes / No |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Ms/Miss) | Forenames | Surname |

|  |  |  |
| --- | --- | --- |
| Home Address |  |  |
|  |  | Telephone: Evening  Daytime  Email |
| Postcode |  | If at work, may we contact you there? YesNo |

|  |  |  |
| --- | --- | --- |
| Do you have a current driving licence?Full Provisional |  | When would you be **unavailable** for interview? |
|  |  |  |
| Do you own or have use of a car or motorcycle? Yes No . |  | How much notice of leaving must you give to your present employer? |
| National Insurance Number: |  |  |

**References**

**Please give details of your current and most recent employers (or personal tutor/head teacher if you are a student) from whom confidential references may be obtained. These may be requested before interview unless you place an ‘X’ in the box below.**

|  |  |  |
| --- | --- | --- |
| Name       Address    Email |  | Name        Address    Email |
| Occupation |  | Occupation |

**Additional Information**

|  |  |
| --- | --- |
| Have you been convicted of any criminal Offences which are not yet ‘spent’ under the Rehabilitation of Offenders Act?  YesNo | If so, please specify the dates and details of any convictions or cautions. |

**Education& Training**

**Secondary Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School/s |  | Subjects |  | Level | Grade |
|  |  |  |  |  |
|  |  |  |  |

**Further Education (College / University / Vocational Training / Modern Apprenticeship etc.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | Dates from - to | Course taken | Qualification & Grade |
|  | (Please include subjects) | (including NVQ level) |
|  |  |  |

**Short& Part Time Courses (including certificated training e.g. first aid at work / evening classes)**

|  |  |
| --- | --- |
| Dates | Details (please include any qualifications obtained) |
|  |  |

**Membership of Professional Bodies**

|  |  |
| --- | --- |
| Dates | Details including grade of membership |
|  |  |

**Employment History**

**Present Employment (or most recent if unemployed) Please explain any gaps from Employment History**

|  |  |  |
| --- | --- | --- |
| Name of Employer | Position held | Reason for leaving |
| Nature of business |  | Present (or final) salary |
| Address | Date started Date finished | Any additional benefits (car allowance, pension, private health care etc.) |
| Describe the key responsibilities of your current (or final) job and the objectives you have achieved. Remember to include any skills and experience you have that are relevant to the post you are applying for. | | |

**Previous Employment (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | Name, address and nature of | Position and main responsibilities | Reason for leaving |
| from | to | employer’s business |  |  |
|  |  |  |  |  |

**Reason for Application**

|  |
| --- |
| Please state your reasons for applying for this post. Give details of your relevant skills, experience and knowledge that will contribute to your performance of your duties, if appointed. Relevant examples from your personal life as well as your working life may be included. Please clearly mark any continuation sheets used with your name and the position you are applying for, and attach securely to this application. |

|  |  |  |
| --- | --- | --- |
| Are you related to YesNoIf so, please state their name(s) and relationship.  any BOARD MEMBER  or EMPLOYEE of  Evolve East Anglia CIC? |  | How did you find out about this vacancy? (Please state any publication in which you found it) |

**I certify that to the best of my knowledge the information given in this application is true.**

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |

**Note: In order to process your application, your name and address will be held on a computer.**

**Thank you for taking the time to complete this application form. Please send the completed form to: -**

**Evolve East Anglia CIC, 4 Riverside Road, Norwich, NR1 1SQ or email to** [**info@evolveeastanglia.com**](mailto:info@evolveeastanglia.com)

**Please state ‘job application’ and the position applied for in the email subject line so we can direct it to the correct manager without delay**

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| --- | --- | --- | --- | --- | --- | --- |
| Evolve East Anglia CIC  EQUALITIES MONITORING | | | | | |  |
| **Policy**  It is Evolve’s policy to recruit the most suitable candidate for the job. Selection for recruitment and training will only be made on merit. Evolve does not discriminate against any person because of age, disability, health, language , marital, family or personal circumstance, material status, nationality or citizenship, political opinion, religion or belief, race or ethnic origin, sex or gender, sexual orientation, social class, unrelated criminal convictions, or any other condition or requirement which cannot be shown to be justifiable.  **Monitoring Forms**  You do not have to answer all of the questions on this form if you so choose, the information is used solely to monitor our equal opportunities performance.We would encourage you to answer as many of the questions as possible.  **All the information contained in this form will be used for employment purposes only. It will be treated as strictly confidential.**  Please complete the information below and return it with your application. | | | | | | |
|  | | | | | | |
| **Full Name** | | **Position applied for** | | | | |
|  | |  | | | | |
| **Date of Birth** | | **Sex** | | | | |
|  | | Male | | Female | | |
|  | | | | | | |
| **Ethnic Origin** | | | | | | |
| White British | | Black African | | | | |
| White Irish | | Black Caribbean | | | | |
| White Other  (Please State) | | Black Other  (Please State) | | | | |
| Asian/Asian British – Indian | | Mixed - White & Black Caribbean | | | | |
| Asian/Asian British – Pakistani | | Mixed – White & Black African | | | | |
| Asian/Asian British – Bangladeshi | | Mixed – White & Black Asian | | | | |
| Asian/Asian British - other  (Please State) | | Mixed – Other  (Please State) | | | | |
| Chinese | | Prefer not to say | | | | |
| Other (Please State) | | | | | | |
|  | | | | | | |
| **Disability** | | | | | | |
| Do you consider yourself to be disabled\*? | Yes | | No | | Prefer not to say | |
| If yes, please indicate the type of disability: | | | | | | |
|  | | | | | | |
| If you may require reasonable adjustments relating to your disability to be made when attending an interview, please detail below: | | | | | | |
|  | | | | | | |
| \*The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a *substantial* and *long-term* adverse effect on a persons’ ability to carry out normal day to day activities’*.* | | | | | | |
| **Please note**: you do not have to provide details of your disability but doing so will help us further with our equalities monitoring. | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Religion/Belief** | | | | | | | |
| Baha’i | Buddhist | | Christian | | | Hindu | Jainist |
| Jewish | Muslim | | Rastafarian | | | Sikh | Zoroastrian |
| Humanist | Atheist | | Agnostic | | | None |  |
| Other (Please State) | | | | | | Prefer not to say | |
|  | | | | | | | |
| **Sexual Orientation** | | | | | | | |
| Bisexual | | | | Gay Man | | | |
| Gay Woman/Lesbian | | | | Heterosexual/Straight | | | |
| Other | | | | Prefer not to say | | | |
|  | | | | | | | |
| **It would be useful if you could also provide the following information:** | | | | | | | |
| Collecting and analysing a gender profile of staff including patterns of work for part time staff and those with caring responsibilities helps us ensure that we are developing policies to help carers balance work and care commitments. Completion of this section is voluntary, | | | | | | | |
| **Do you have any caring responsibilities\*\*?** | | | | | | | |
| Yes, childcare (children under 16) | | | | No caring responsibilities | | | |
| Yes, other | | | | Prefer not to say | | | |
| \*\*i.e. providing support to a spouse, partner, civil partner, ‘near relative’ or someone living at the same address as you, who cannot manage without your help because of illness, disability or age. The definition of ‘near relative’ includes parents, parents-in-law, adult child, adopted adult child, siblings (including in-laws), uncles, aunts, grandparents and step-relatives. | | | | | | | |
|  | | | | | | | |
| **Declaration:**  I understand that the information I have supplied above and overleaf is correct to the best of my knowledge. This data will be processed by Evolve East Anglia CIC and held on a computer system. For successful applicants this copy will be stored securely with your personnel file. The data may be used for employment, reporting and monitoring purposes and I consent to the data being held and used for these purposes. | | | | | | | |
|  | | | | | | | |
| Signed: | | | | | Date: | | |
|  | | | | | | | |
|  | | **Return to:**  Evolve East Anglia CIC, 4 Riverside Road, Norwich, NR1 1SQ.  **STRICTLY CONFIDENTIAL** | | | | | |