No

Yes

Do you hold a full current driving license (if applicable to the post)?

Yes

No

Email:

Evening contact number:

Daytime contact number:

Address:

Forenames:

Surname:

Application for post of:

Please read the job pack before completing this application form

Part **A**

**Application form**

**www.salfordcvs.co.uk**

**About You**

**Driving**

No

Yes

Do you own or have access to a car for business use (and insured appropriately

Do you have any endorsements?

:

If yes please give details:

:

No

Yes

Have you ever been refused motor insurance?

:

**Conflicts of Interest**

Do you know anyone who currently works at or is a Trustee of Salford CVS?

Yes

No

If yes, who is it and in what capacity do you know them?

Employees who do voluntary work for organisations that deliver services in Salford must ensure that their work with us takes priority over their volunteer role(s). Employees of Salford CVS cannot be a Trustee / Director of a Voluntary and Community Sector Organisation in Salford.

Do you work in a voluntary capacity for any organisations delivering services in Salford? If so, please state which organisations you volunteer with and what is your role?

**References**

Please give us the names and addresses of two people who are willing to give references, one of whom should normally be your current or most recent employer. Your referees will only be contacted if you are offered the post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Relationship** | **Address (including postcode)** | **Email Address** | **Telephone Number** |
|  |  |  |  |  |
|  |  |  |  |  |

**Specific Arrangements**

Address In order to make sure that we comply with all our obligations under the Equalities Act 2010, please let us know if you think you need any specific arrangements for interview. We will contact you separately if you are shortlisted to make the necessary arrangements:

**I do/do not require any specific arrangements for interview** (delete as applicable)

**Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act. Please list below any convictions, cautions or pending court cases, including dates and sentence awarded. If you have no convictions or pending cases, please simply write ‘none’

Signed:

Date:

**Important Declaration**

In signing this form, you understand that:

a) To the best of your knowledge, the information in this application is correct and that – if it is found to be untrue – Salford CVS may withdraw any job offer made to you or dismiss you from its employment without notice

b) Salford CVS may check your details with the Disclosure and Barring Service as part of its Child and Adult Protection Policy.

c) In certain circumstances, Salford CVS may wish to have fuller details of your health record, or require you to have a medical examination, as a condition of a job offer.

**Work place pre-requisites - please answer yes or no**

1 - Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

2 - Willingness to continue personal and professional development and to undertake relevant training identified with your line manager

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

3 - Commitment to adhering to all of Salford CVS’ policies and procedures at all times, including Health & Safety and Equal Opportunities

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

4 - Willingness to undertake any other duties as appropriate to the nature and grading of the post

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

5 - Willingness and ability to undertake frequent travel throughout Salford *(and beyond on occasion)* for work-related meetings and events

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Thank you for completing the form. Please make sure we receive it by the closing date. We acknowledge receipt of email applications within 7 days, but you will only be contacted further if you have been shortlisted for interview. If you require a receipt for a post application, please include a self-addressed envelope with a 1st or 2nd class stamp and we will return this to you.

Part **B**

**Work History**

Please give details of the **complete** work experience that you have, this could be paid work, voluntary work, school placements, time caring for dependents, or other life experiences.

Please start with the most recent, providing dates and **explaining any gaps in employment**. These tables are a fixed size, please use additional sheets of paper if required.

**Previous employment in the last two years**

**Other year’s employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer** | **Job title and main duties of the role** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer** | **Job title and main duties of the role** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer** | **Job title and main duties of the role** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Course** | **Qualifications (with grade if appropriate)** | **Institution** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Course** | **Qualifications (with grade if appropriate)** | **Institution** |
|  |  |  |  |

**Training**

Please give us details of any **relevant** training or short courses that you have undertaken.

**Qualifications**

Please list below any qualifications you have which you think are relevant to the job. If you are shortlisted, you will be asked to provide original copies at interview of any qualifications you list on this form

|  |
| --- |
| **How you meet what we are looking for**Please read the guidance section, job description and person specification contained in the application pack and tell us how your skills, knowledge experience and qualities match the requirements of the **person specification,** please only address those elements which we are looking for you to address in the application stage. |
| **Personal specification ref** | **Details** |
| PS 1 |  |
| PS 2 |  |
| PS 3 |  |
| PS 4 |  |
| PS 5 |  |
| PS 6 |  |
| PS 7 |  |
| PS 8 |  |
| PS 9 |  |
| PS 11 |  |
| PS12 |  |
| PS 13 |  |
| PS 14 |  |
| PS 15 |  |
| PS 16 |  |
| PS17 |  |
| PS18 |  |
| PS 19 |  |

|  |  |
| --- | --- |
| Part **C** | **Equal Opportunities Monitoring Form** |
| **Why are we asking for this information?** Salford CVS is committed to ensuring that our activities, including recruitment follows good practice in equality and inclusion. The information from this form enables us to monitor the effectiveness of our equal opportunities practice and to ensure that we are open to all. Any information that you provide will remain anonymous and separated from you application before submission to the recruitment panel. Salford CVS is a member of the Data Protection Register.  |
|

|  |
| --- |
| **Gender** |
| Female  |  | Male |  |
| **Is your gender identity the same as the gender you were assigned at birth?** |
| Yes |  | No |  | Prefer not to say / unknown |  |

 |
|

|  |
| --- |
| **Ethnicity** |
| **White** | **Black or Black British** |
| White British |  | Caribbean |  |
| White Irish |  | African |  |
| White Gypsy or Irish Travellers |  | Other Black or Black British background (*please state*) |
| White Eastern European |  |
| Other White background (*please state)* |
| **Mixed** | **Asian or Asian British** |
| White/Black Caribbean |  | Indian |  |
| White/Black African |  | Pakistani |  |
| White/Asian |  | Bangladeshi |  |
| Other Mixed background |  | Chinese |  |
| Arab - North African/Middle Eastern/Western Asian |  | Other Asian background (*please state*) |
| Other Ethnic Background  |  | Prefer not to say |  |

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|

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| --- |
| **Age** |
| Under 16 |  | 45-59 |  |
| 16-24 |  | 60 and over |  |
| 25-29 |  | Prefer not to say |  |
| 30-44 |  |

 |
|

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| --- |
| **Dependents** |
| **Do you look after a child as a parent, guardian or foster parent or help an adult to carry out their daily routine?** **No**  **Yes (If yes, please tick below)** |
| Carer of Children |  | Carer of Adults |  |

 |

|  |
| --- |
| **Employment** |
| Employed – Full Time |  | Unemployed |  |
| Employed – Part Time |  | Prefer not to say |  |
| Self Employed |  | Other (*please state*) |
| Retired |  |
| In Education or Training |  |

|  |
| --- |
| **Sexuality** |
| Heterosexual |  | Lesbian |  |
| Bisexual |  | Gay |  |
| Other |  | Prefer not to say |  |

|  |
| --- |
| **Disability** |
| The Disability Discrimination Act 1995 defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry our normal daily activities’.  |
| **Do you consider yourself to have a disability? No Yes** **(If yes, please tick below)** |
| Hearing Impairment |  | Communication Difficulty |  |
| Visual Impairment |  | Learning Difficulty |  |
| Multiple Impairment |  | Mobility Impairment |  |
| Mental Health issues |  | Prefer not to say |  |
| Other |  |

|  |
| --- |
| **Religion** |
| No religion |  | Muslim |  |
| Christian (all denominations) |  | Sikh |  |
| Buddhist |  | Any other religion |  |
| Hindu |  | Prefer not to say |  |
| Jewish |  |

|  |
| --- |
| **Advertising** |
| Please tell us where you saw the job advertised: |