

The Warehouse Centre (TWC)

Application Form

Please refer to the notes of guidance before completing this application form

Post Applied For	
How did you hear about this vacancy?	

Personal Details

Family Name	
Forename(s)	
Address	
Home Telephone No.	
Mobile Telephone No.	
Email Address	

General Application Information

Are you currently an employee or a volunteer with the THC or ACT Charity?	
Do you require a work permit to work in the UK?	
Are you applying for this post on a job share basis?	
If you are offered this position would you intend to continue with any other paid or voluntary employment?	
Are you related to or do you have a close relationship with an employee, Director or Trustee of the TWC or ACT Charity?	
Do you have a full driving licence?	
Do you have access to personal transport for work purposes?	
If you are selected for interview, do you have a disability that will require us to make specific arrangements to enable your application to be considered on a fair and equal basis? If yes, please provide details:	

Professional Registration and Qualifications

Please provide details of any relevant professional registration and qualifications held:

Date Obtained	Qualification / Registration Body and Number	Expiry Date

General Education and Qualifications

Please provide details of any qualifications obtained at school or places of further and higher education:

Date Obtained	School or Educational Establishment	Qualification / Subject	Grade

Training and Development

Please provide details of any other training and development that you have undertaken which is relevant to the position you are applying for

Date Obtained	Course Title	Training Provider

Present / Last Employer

Position:		
Employers Name and Address:		
Date Started:		
Current Salary:		
Notice Required or Date Finished		

Previous Employment

Please provide details of any positions held since leaving full time education, continuing onto a separate sheet where required, starting with the most recent position first (Please note that it is our policy to contact all your previous employers in the last 5 years)

Date From	Date To	Employer (Name & full address)	Position

References

Please provide details of a preferred referee, that we may contact before interview.			
Name		Address	
Telephone No.			
Relationship to you:			

Further Application Information

Tick

Please complete and enclose the Equal Opportunities monitoring sheet			
Please complete and enclose the initial criminal records declaration			
Please indicate if you have provided any supplementary sheets		No of Sheets	
Please indicate if you have enclosed a CV			

Declaration

Under the Data Protection Act 1998 the holding and processing of personal information, especially sensitive personal data, is subject to certain provisions, including seeking your consent to hold that information. By signing this form you are giving your consent for the TWC to process information about you, both manually and electronically in connection with your application

I declare that the information given in this form is, to the best of my knowledge, correct. I understand that giving false information/ omitting to give information could result in the withdrawal of an offer of employment or disciplinary action, up to and including dismissal.

Name: _____ Signed: _____ Date: _____



Criminal Record Declaration

Post Applied For	
Full Name	

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain offences to regard their convictions as "spent" after a lapse of a period of years. This means no references to the convictions or circumstances surrounding it need be made after a period of rehabilitation. The length of the rehabilitation period depends on the sentence given, not the offence committed. For a custodial sentence, the rehabilitation period is decided by the original sentence, not the time served.

For certain positions, you will have to disclose convictions even if they might otherwise be spent. If you are not certain about whether a conviction is spent or unspent please contact us to discuss the matter.

Statement A – Only complete this section if you are applying for a Customer Service role

Do you have any **unspent** convictions in the UK or another country?

Yes

No

If yes please give details:

Statement B – Please complete this statement if you are applying for all other roles

Do you have any **spent or unspent** convictions in the UK or another country?

Yes

No

If yes please give details:

Statement C – To be completed by **ALL** applicants

Have you been (1) subject to an investigation by the Police or a Professional Body in the UK or another country and / or (2) Dismissed by a previous employer?

Yes

No

If yes please give details:

Criminal Records Bureau Disclosures

For all positions the organisation will seek an Enhanced Disclosure from the Criminal Records Bureau (CRB) before a successful applicant can commence employment. The TWC & Charity complies with the CRB code of practice and operates policies relating to relating to the recruitment of people with a criminal record as well as the safe storage of such information which are available on request. Having a criminal record is not necessarily a bar to working in the organisation.

Declaration

I declare that the information given in this form is, to the best of my knowledge, correct. I understand that giving false information/ omitting to give information could result in the withdrawal of an offer of employment or disciplinary action, up to and including dismissal.

Name: Peter Hall

Signed:

Date: 6 May2010

Equal Opportunities Monitoring

Post Applied For	
Family Name	
Forename(s)	

Gender

Are you: Male Female Other

Age

Date of birth: _____

Religious Belief

Please choose which box most accurately describes your Religious Beliefs

Christian (all denominations)	
No Religion	
Buddhist	
Hindu	
Muslim	
Sikh	
Jewish	
Other (Please Specify):	

Ethnic Origin

Please choose which box most accurately describes your Ethnic Origin. The CRE recommends the following categories.

White	British	
	Irish	
	Other	
Black / Black British	Caribbean	
	African	
	Other	
Asian / Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other	
Mixed	White / Black	
	White / Asian	
	Other	
Chinese / Chinese British		
Other (Please specify)		

Disability

A person has a disability when they have a physical or mental impairment, which has a substantial and long-term effect on their ability to carry out day to day activities. Day to Day Activities are normal activities carried out by most people on a daily basis such as: mobility, manual dexterity, physical co-ordination, continence, speech, hearing and eyesight, the ability to recognise danger, the ability to lift, or carry ordinary objects, memory and / or the ability to concentrate, learn or understand. We would not normally include vision problems corrected by wearing glasses or contact lenses.

Do you have a disability? Yes No

Guidance Notes for Applicants

General Notes of Guidance

TWC has designed its application form to provide all the relevant information it requires to assess which applicants should be considered further at an interview or other selection process. Please complete this form as fully as possible in **BLACK** ink.

Please ensure your application form and any supplementary sheets are easy to read. You may continue on additional sheet(s) for any item where you do not have enough space to provide the required information. Please ensure any supplementary sheets are clearly labelled with your name and address at the top and identify the heading to which the information refers.

Whilst candidates are welcome to submit a CV in addition to their application form, it is inappropriate to omit information requested on the application form on the basis of "please see enclosed CV".

Applicants with a Disability

TWC welcomes applications from all sections of the community. If, by reason of a disability, you require us to enable you to make your application in a different format to ensure your application can be considered on a fair and equal basis (e.g. large print application form) please contact the Management team.

Please record any relevant professional qualification, registration or membership details.

General Education and Qualifications

Please use this section to provide details of formal education qualifications obtained, such as O' Level, GCSE, A Level, Degree or vocational (NVQ, etc) courses.

Training and Development

Please use this section to provide information about relevant work based courses, workshops and development undertaken.

Previous Employment / Breaks in Employment

As a care provider, working with both children and vulnerable adults it is essential we verify a candidates full background. Please ensure you provide as much information as possible.

Supporting Information

Please use this section to provide further information about the skills, experience and knowledge you have that is relevant to the position and organisation. These may be gained from paid or voluntary work or other life events. Please ensure information relates to the position and person specification.

References

If you are offered a position with the TWC, we will automatically seek references from all employers and / or educational establishments attended in the last 5 years, with a minimum of two professional or educational references obtained for all positions. Please identify your preferred referee. These may be a part of the references we will automatically take up or in addition to them. Ideally we will contact your preferred referee's at the interview stage where you are happy for us to do this. If you are unable to nominate professional or educational referees please contact us.