

Post Applied for:

## Self Help Nottingham & Nottinghamshire Application Form

Closing Date:

Interview Date:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. C.V's are not accepted. Applications received after the closing date will not normally be considered.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>: 

Letters	Numbers							Letter

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Can we contact you at work?    Yes     No

Are you free to remain and take up employment in the UK with no current immigration restrictions?    Yes     No

**Job Share Details**  
Are you applying on a job share basis?    Yes     No

**Driving Licence – if relevant to post applied for.**  
Do you hold a full, clean driving licence valid in the UK?    Yes     No

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

**Intentionally blank. Please continue to section 2 below.**

## Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

**Name of Employer:**

**Address:**

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**

(if no longer employed):

**Reason for leaving**

(if no longer employed):

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business - if not third sector. If you are or have been involved in voluntary/unpaid activities, please also include this information.

<b>Name of Employer:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Postcode"/>
<b>Position Held:</b>	<input type="text"/>
<b>Summary of duties:</b>	<input type="text"/>
<b>Date from:</b>	<input type="text"/>
<b>Date Until:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>

<b>Name of Employer:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Postcode"/>
<b>Position Held:</b>	<input type="text"/>
<b>Summary of duties:</b>	<input type="text"/>
<b>Date from:</b>	<input type="text"/>
<b>Date Until:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>

<b>Name of Employer:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Postcode"/>
<b>Position Held:</b>	<input type="text"/>
<b>Summary of duties:</b>	<input type="text"/>
<b>Date from:</b>	<input type="text"/>
<b>Date Until:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>

Continue on a separate sheet if necessary

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

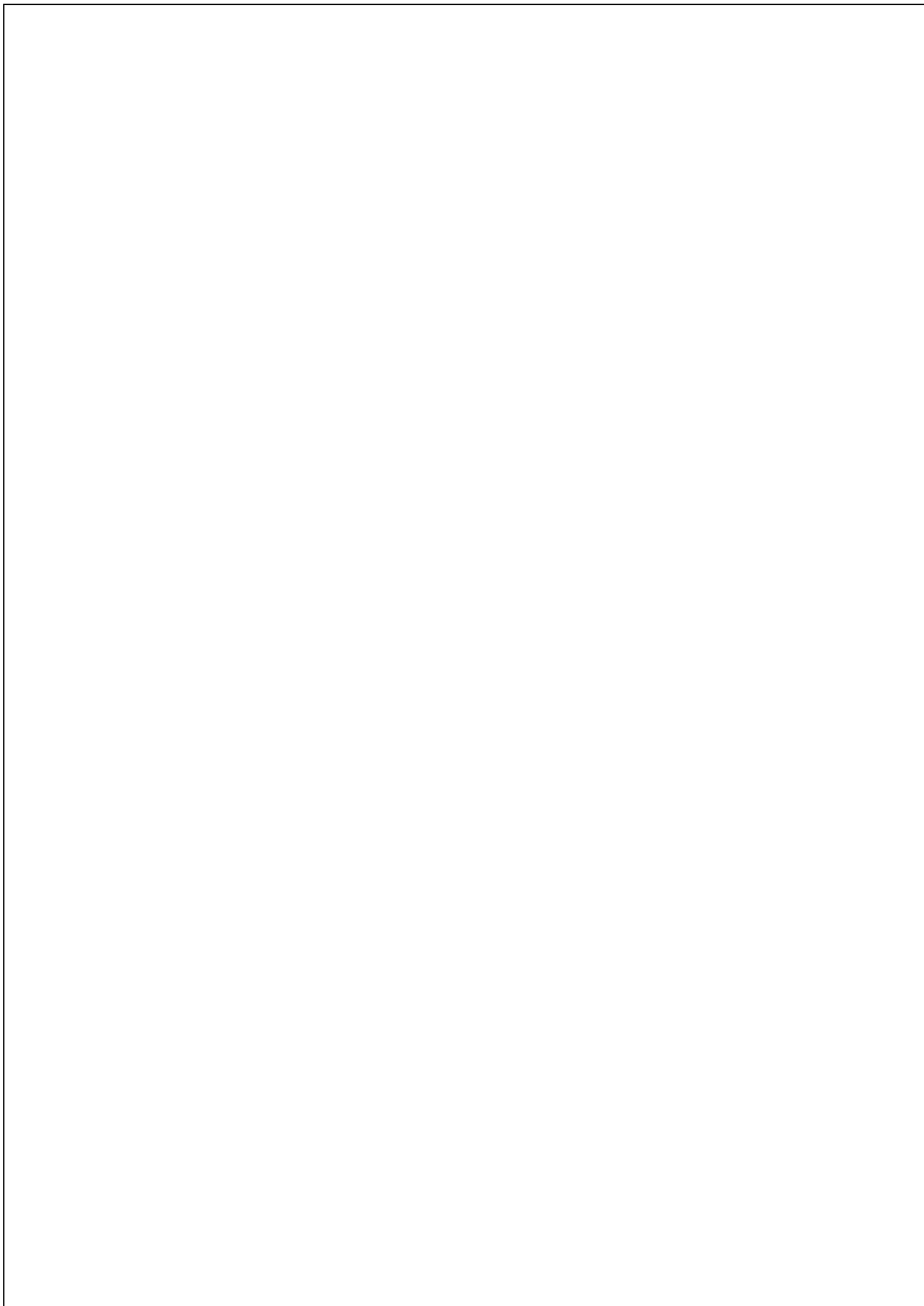
Title of Training Programme or Course	Duration of Course

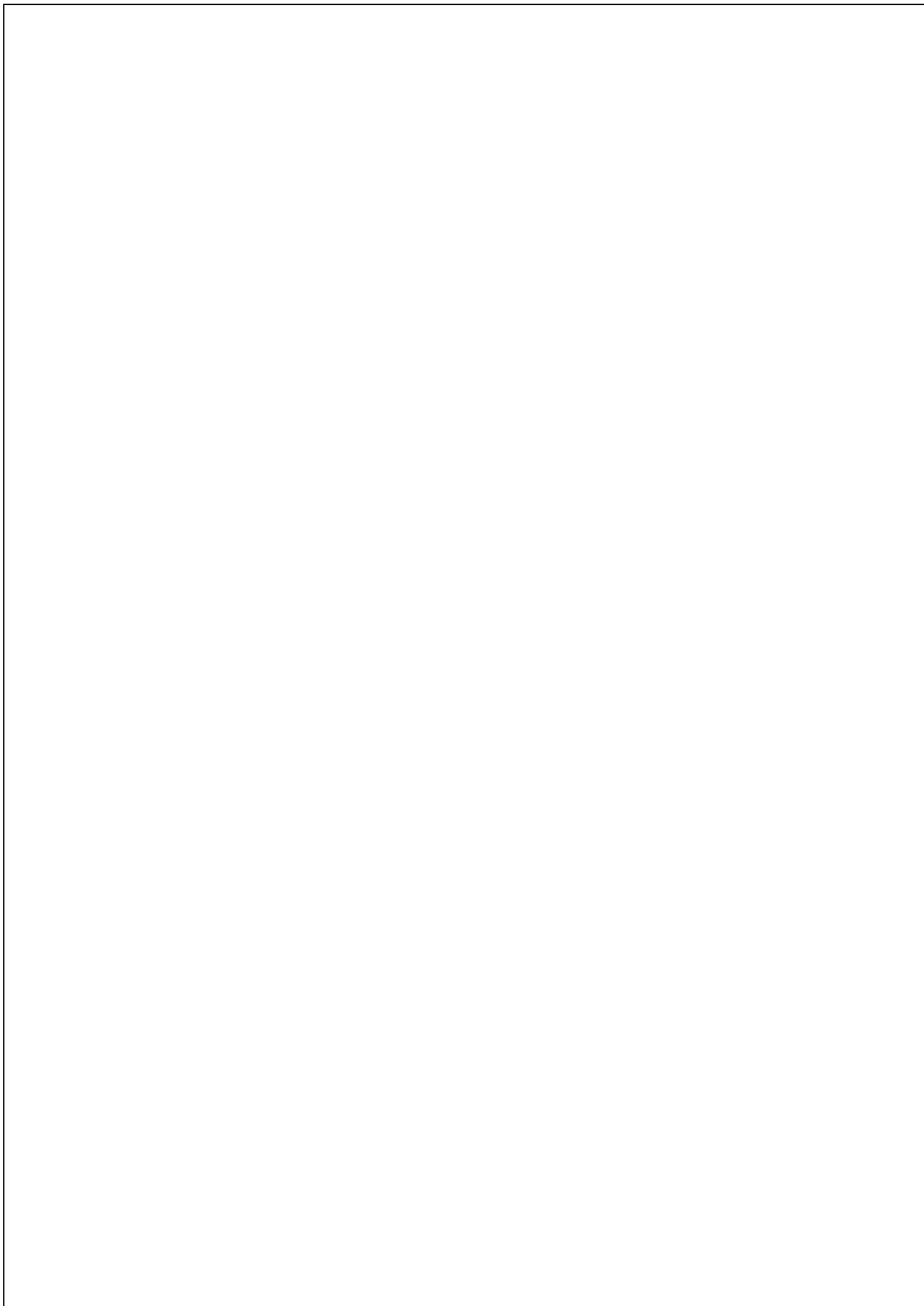
Continue on a separate sheet if necessary

## Section 6 Personal Statement

### Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Person Specification and job description. **3 pages maximum. Please do not attach any additional sheets.**







## Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

## Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a Criminal Records Bureau police check. **(See Guidance Notes).**

**Enhanced Checks Only (refer to Job Application Pack)**

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

## Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. **(See Guidance Notes).**

Do you have a disability which is relevant to your application?

Yes

No

If yes, please give details:

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

## Section 11 References

Please give the names and addresses of your recent employer (if applicable) and someone who knows you well in a work or volunteering environment (this may also be a previous employer). If you are unable to do this, please clearly outline who your references are.

Reference 1	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>
Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview?    Yes     No

Reference 2	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postcode <input type="text"/>
Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview?    Yes     No

## Section 12 Recruitment Monitoring Form

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

Self Help Nottingham & Nottinghamshire undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

### RETURNING THIS FORM



**By Hand or Post:**

**Job Application**  
Self Help Connect  
32-36 Pelham Street  
Nottingham  
NG1 2EG

**By E-Mail:**

admin@selfhelp.org.uk

**Enquiries:**

Telephone: 0115 9111 662

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, tick the appropriate box to indicate your cultural background.

## Section 13 Recruitment Monitoring Form

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

#### F. I do not wish to provide this information

## Section 13 Recruitment Monitoring Form continued

### Gender

Male

Female

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

No

If yes, please give details:

### Present Status

Internal Applicant

External Applicant

### Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

### Media

Please state where you saw this post advertised

### For Office Use Only:

Start Date:
