

COMMUNITY CONNEXIONS
 Providing Community Transport across Gloucestershire
APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Position applied for:	Closing Date	Ref No
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CVs will not be accepted as a substitute to this form although typewritten information with the same layout is a suitable alternative. Information provided on this form will be used for the short-listing process. It is therefore your responsibility to ensure that you demonstrate, on this form, how you meet the criteria set out in the Employee Specification for the post. Community Connexions reserves the right to exclude any application from the shortlisting exercise when the instructions outlined on this form have not been followed.

Return completed form and monitoring information to:
Lisa Stearns, Community Connexions, Sandford Park Offices, College Road, Cheltenham, GL51 3HX

1. PERSONAL DETAILS			
Surname	Forenames	Title	(Mr/Mrs/Miss/Ms/Other)
Address	Telephone No. (Evening)	
	Telephone No. (Day)	
	Mobile	
Post Code	National Insurance No.		
Email			

Do you require any arrangements to assist you if called for interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state the arrangements which would be needed for you to attend		
.....		

2. CONVICTIONS	
Have you been convicted of a criminal offence which is not treated as 'spent' under the Rehabilitation of Offenders (NI) Order 1978?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details	
It should be noted that convictions for offences do not necessarily deter an applicant from obtaining employment.	

3. EDUCATION AND QUALIFICATIONS

Secondary Education *Please list below any qualifications obtained while in secondary education (continue on a separate page if necessary)*

	Type of examination eg GCE, GCSE etc.	Subject	Result/Grades

Further and Higher Education *Please list below any qualifications obtained whilst in further or higher education*

	Educational Establishment	Title of Qualification eg BTEC, BSc Econ, etc	Main Subjects	Result/Grades

4. PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

Please list below any professional qualifications obtained and/or membership of professional bodies

Organisation	Title of Examination, Date and Result	Type of Membership and Joining Date

5. EMPLOYMENT HISTORY

Please give details of the posts you have held starting with your present or more recent employer (continue on a separate page if necessary).

Employer Name, Address, and Nature of Business	Date(s)		Job Title, Duties, Responsibilities and Reason for Leaving <i>If your job was part-time, please indicate.</i>
	From	To	

Earnings per annum for last/most recent employment £

Commission/Bonus/ £
Other Benefits etc.

Period of notice required

6. RELEVANT TRAINING

Please give below any relevant training which you have received.

7. ADDITIONAL INFORMATION + DETAILS OF ANY VOLUNTARY WORK

Please give below any particular skills which you would bring to the post and any other information relevant to your application (continue on a separate page if necessary).

8. REFEREES

Please give details of two referees, not related to you, one of which should be your current (or most recent) employer. Referees will not be contacted until the interview process is complete.

Name:

Name:

.....

.....

Address:

Address:

.....

.....

.....

.....

Phone No:

Phone No:

.....

.....

Relationship:

Relationship:

.....

.....

10_DECLARATION

The information given by me on this application is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability on the part of the Committee other than for services rendered.

Signed:

.....

Date:

.....

Equal Opportunities Monitoring Form

Community Connexions accepts its responsibility as an equal opportunity employer in the adoption of an equal opportunity policy. If returning with an application form you should place it in a separate envelope, this will ensure that your details are kept separate from your application. At no stage will these details be seen by the selection/interviewing panel. The information you provide will only be used to help us monitor our effectiveness in implementing equal opportunities.

Post (applied for):

How did you learn of this vacancy?

How would you describe your ethnic origin? Please circle the appropriate answer listed from A-F:

- A White**
 British
 English
 Scottish
 Welsh
 Irish
 Any other white background please specify _____
- B Mixed**
 White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background please specify _____
- C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**
 Indian
 Pakistani
 Bangladeshi
 Any other Asian background please specify _____
- D Black, Black British, Black English, Black Scottish, or Black Welsh**
 Caribbean
 African
 Any other Black background please specify _____
- E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh**
 Chinese
 Any other background
- F Any other ethnic group** please specify _____

(Please note that the above classifications are those recommended by the Commission for Racial Equality)

Gender:

Male Female Transgender

Sexual Orientation:

Straight Gay Bisexual

Do you consider yourself to have any disabilities?

Yes No

Age Group: Under 25 25-34 35-44 45-54 Over 54