**APPLICATION FOR EMPLOYMENT**

Personal details, including equality monitoring information, will be removed from the main part of the application form by the Administrator before the application is passed to the shortlisting and interviewing panel to assess.

**Please return completed application form to:**

**Pam Webb, CEO, Voluntary Action Swindon, 1 John Street, Swindon SN1 1RT  
or email to:** [**carol@vas-swindon.org**](mailto:carol@vas-swindon.org)

PLEASE USE BLACK INK, WRITE OR REPRODUCE ON A PC.

##### (I) Personal Details

|  |  |
| --- | --- |
| **Title** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone**  **Home**  **Office**  **Mobile** |  |
| **E-mail** |  |

**Post applied for:**

**Are you applying for job share?** Yes/No (delete as appropriate)

**(II) Current or most recent employment** - please give details of any voluntary jobs or part time work since leaving school if you are under 19 and have not yet worked full time. Otherwise, please complete as normal.

|  |  |
| --- | --- |
| **Name & Address of Employer** | **Position** |
| **Salary** |
| **Date appointed** |
| **Date of leaving** |
| **Main duties & achievements** | **Reason for leaving**  **Notice required** |

**(III) Employment history** – most recent employer first. If you have worked in a non-paid capacity and would like to give us details, please do so. (Please continue on a separate sheet of paper if required).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address**  **of Employer** | **From** | **To** | **Job Title** | **Duties & Achievements** |
|  |  |  |  |  |

(IV) Education & Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Establishment** | **From** | **To** | **Qualifications Gained**  **and Pass Level** |
|  |  |  |  |

### **(V) Supporting Information**

### After reviewing the job specification, describe the qualities and skills, which you would bring to this role. Include any additional information you think will enhance your application.

|  |
| --- |
| **Helpful note: This section expands as you type. When completing a job**  **application you need to answer every point on the person specification.**  For example (and this can relate to work or personal experience in your life):  I have good organisational skills; I prepare for Christmas shopping from September,  By making a list for those I usually buy presents for, working out my budget and looking  on-line for gifts. |

**(VI) Voluntary Activities & Interests**

(Please give details of any voluntary activities or interests that may be relevant to this application and that you do not mention elsewhere)

|  |
| --- |
|  |

#### (VII) General

|  |  |
| --- | --- |
| **Please describe your general state of health** |  |
| **How many days sick absence have you had in the past 12 months?** |  |
| **Do you consider yourself to have any disability which may affect your application?** |  |
| **If you answered yes to the above, what type of adjustments to working arrangements would you require?** |  |
| **Give details of any previous contact with Voluntary Action Swindon** |  |

#### (VIII) References

One should be your current employer (or if presently unemployed, your last employer). The second referee should be someone, not related to you, who can give an opinion on your suitability for this post. If you have not been in paid employment please give names of two people, not related to you, who can give an opinion on your suitability for this post.

|  |  |  |
| --- | --- | --- |
|  | **1st Reference** | **2nd Reference** |
| **Name** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
| **Post Code** |  |  |
| **Telephone** |  |  |
| **E-mail** |  |  |
| **Job Title** |  |  |
| **Relationship** |  |  |

We will only write for references if you are to be offered an interview.

If you do not wish your current employer to be approached at this stage, please tick here [ ]

**(IX) Declaration of Criminal Convictions**

**Have you ever been convicted of a criminal offence?** Yes/No

**Do you have a court appearance pending, or have you been charged by the Police for a criminal offence?** Yes/No

If you answered YES to a) or b) above, please supply the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Details of offence** | **Sentence** |
|  |  |  |  |

**This post will be subject to a DBS check.**

**(X) Declaration**

I can confirm that to the best of my knowledge the information given is true and correct. I understand that false information or omission may lead to dismissal. Voluntary Action Swindon may verify the information supplied.

I consent to the information, which I have provided being used by Voluntary Action Swindon in the recruitment decision-making process. Once the recruitment process has been completed all paperwork will be destroyed.

**Signature:**

**Print Name:**

**Date:**

###### Equal Opportunities Monitoring Information

We request that you provide this information for diversity and inclusion purposes, however, any information you provide in this section is **entirely voluntary**. Whether or not you choose to provide any information in this section will not impact on the progression of your application. It is the policy of Voluntary Action Swindon to appoint the best candidate for any post irrespective of their race, ethnicity, religion, gender, sexual orientation, age or disability.If you do choose to provide information in this section, this sheet will be detached from the rest of the form, and will be kept confidential and used for monitoring purposes only.

**Post applied for:**

**Age:** **Gender**:

**Where did you see the post advertised?**

Which of the following best describes you?

### **I am Asian or Asian British I am Black or Black British**

a. of Bangladeshi origin a. of African origin

b. of Indian origin b. of Caribbean origin

c. of Pakistani origin c. of other origin

d. of other origin Please specify

Please specify

#### I am White I am Mixed

a. British origin a. of White & Caribbean origin

b. Irish origin b. of White & African origin

c. Scottish origin c. of White & Asian origin

d. Welsh origin d. of other origin

e. of other origin Please specify

Please specify

#### I am Chinese or other

a. of Chinese origin

b. of any other ethnic group

Please specify

**Do you have a disability?** Yes/No

If yes, please describe the nature of your disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_