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| --- |
| York NeighboursThe Raylor Centre, James StreetYORK YO10 3DWTel: 01904 891 627Email: **careers@yorkneighbours.org.uk** |



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| --- |
| **APPLICATION FOR EMPLOYMENT** |

**1.**

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| --- |
| Once completed please send this form to **careers@yorkneighbours.org.uk** before our deadline of 9am on Tuesday 21 January.*If it helps, please feel free to amend the layout of particular sections.* |
| For which post are you applying? |      Assistant Coordinator |
|  |  |
| How did you learn of this vacancy? |  *if online please state where* |

**2.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: |

|  |
| --- |
|       |
|  |

 | Forenames: |       |
|  |  |  |  |
| Address: |       | Title: | Mr/Mrs/Miss/Other............      |
|  |  |  |
|  | Postcode: |       |
|  |  |  |  |
| Telephone: |       | Email: |       |

**3**. **EMPLOYMENT HISTORY**

 **Current/Most recent employer From/To Job title/Brief description of duties**

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| --- | --- | --- | --- | --- | --- | --- |
|       |  |  |       |  |  |       |
|  |  |  |  | **Reason for leaving:** |
| Notice required: |       |  |       |
| **Previous employers** |  |  |  |  |  |
|       |  |  |       |  |       |
|       |  |  |       |  |  |       |
|       |  |  |       |  |  |       |
|       |  |  |       |  |  |       |

**4. EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General education** |  |  **Level** |  | **Grade** |
|  |  |       |  |       |

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|       |  |       |  |       |

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| --- | --- | --- | --- | --- |
| **Further education** |  | **Qualification** |  | **Grade/Class** |
|       |  |       |  |       |

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|       |  |       |  |       |

**5.** **PRACTICAL TRAINING/PERSONAL DEVELOPMENT WHICH COULD BENEFIT THIS ROLE**

|  |  |  |
| --- | --- | --- |
| **Organisation** |  | **Qualifications gained** |
|       |  |       |

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

**6.** Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation. Are you legally entitled to live and work in the United Kingdom and able to produce documentation?

|  |
| --- |
| You are advised that we check documents thoroughly and cooperate fully with the Border and Immigration Agency to prevent illegal working. We reserve the right to check with the Border and Immigration Agency applicant’s documents and you agree to us using the online checking service.  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7.** **Disclosure & Barring Service**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (as amended in 2013)?\* \*For definition see the guidance notes received with this application form.

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

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**8.** **ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

|  |
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|       |

###  9. MAIN STATEMENT - WHY DO YOU WANT THIS JOB AND HOW DO YOU MEET THE PERSON SPECIFICATION FOR IT?

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**10.** **REFERENCES**

 **Present / most recent employer Personal – known for at least 2 years**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |        | Name: |       |
|  |  |  |  |
| Address: |       | Address: |       |
|  |  |  |  |
| Postcode: |       | Postcode: |       |
|  |  |  |  |
| Tel no: |       | Tel no: |       |
|  |  |
| email: |       | email: |       |



**11.** **DRIVING:** see person specification – only complete if relevant to present application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold a current full driving licence? | Yes |  |  |  | No |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have access to personal transport? | Yes |  |  |  | No |  |  |

If driving is a requirement of the job, please give details of any endorsements:

|  |
| --- |
|       |



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| **12.** **Disability Discrimination (Equalities Act 2010)**This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

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

Do you have a disability you wish us to know about at this stage? If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making. |

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| **13.** **Signature**The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment without notice. Please note that all information received will be processed under current Data Protection legislation and unsuccessful applications will be kept for 6 months then destroyed. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  |  Date: |       |



# Equality and Diversity Monitoring Form

The Equal Opportunities Policy of York Neighbours states we will not unjustifiably discriminate against anyone on the grounds of age, race, colour, nationality, religion, ethnic origin, gender, disability, sexual orientation and marital status. In order that we can measure the impact of this policy, and continue to develop relevant personnel policies, would you please complete this form. It is your choice to complete this form or not and you may choose to leave some sections blank.

The information on this page is confidential and will be used for statistical monitoring purposes only and will not be available for those who are short-listing or interviewing.

|  |  |
| --- | --- |
| **Position Applied for :** |  |

|  |  |
| --- | --- |
| **Gender:** |       Female     Other      |

|  |
| --- |
| **Gender Identity:** |
| What gender do you identify as? |       | Prefer not to say |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ETHNICITY | White British |       | British Asian |       | Mixed British |       |
| White European |       | Indian |       | Mixed Caribbean |       |
| Other White |       | Pakistani |       | Mixed African |       |
| Black British |       | Bangladeshi |       | Mixed Other |       |
| Black Caribbean |       | Other Asian |       |  |  |
| Black African |       | Other Ethnic |       |  |       |
| Other Black |       | Arab |       |  |  |
| RELIGION | I would describe my religion as:*Please leave blank if you have no religion or do not wish to disclose this.* |       |
|  |       |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AGE | 16-24 |       | 25-29 |       | 30-34 |       |  | **MARITAL****STATUS** | Married |       |
| 35-39 |       | 40-44 |       | 45-49 |       | Divorced |       |
| 50-54 |       | 55-59 |       | 60-64 |       | Single |       |
| 65+ |       |  |       | Civil Partnership |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SEXUAL ORIENTATION | Heterosexual/Straight |       | Bisexual |       |  |  |
| Gay woman/lesbian |       | Gay Man |       |
| DISABILITY | The Equality Act 2010 defines a disability as a “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. An effect is long-term if it has lasted, or is likely to last, more than 12 months. |
| Do you consider that you have a disability under the Equality Act (please tick)?  | Yes |       |  |
| No |       |  |
| Used to have a disability but have now recovered |       |