

**Emmaus Dover Ltd**

**Job Application Form**

**Address**: Archcliffe Fort, Archcliffe Road, Dover CT 17 9EL

**Tel: 01304 204550 (Office at Emmaus Dover) Registered charity no: 10473654**

**Main website:** [**www.emmaus.org.uk**](http://www.emmaus.org.uk)

**Local website:** **www.emmaus.org.uk/dover**

Please complete this form accurately, giving as many details as possible of your skills and experience relating to the job. Short-listing will be based on the information gathered from this form and read in conjunction with the person specification for the role

**Job Details:**

|  |  |
| --- | --- |
| **Job applied for:** | **Location** (if applicable)**:** |

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| **Please state where you saw this post advertised:** |

##### **Personal Details:**

|  |  |  |
| --- | --- | --- |
| **Title:** | **First name** | **Surname:** |

|  |  |
| --- | --- |
| **Address:** | **Email address:** |
| **Home tel:** |
| **Daytime tel:** |
| **Mobile tel:** |

|  |
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| **Do you have a legal right to work in the UK? Yes/no**  \*If ‘Yes’, and there are conditions attached, for example start or finish dates, please specify  \* If no what type of work permit do you require? |

|  |  |
| --- | --- |
| **Driving licence - Do you hold a full driving licence: Yes/no** \*If yes please provide details of endorsements if you have a**ny** | **How much notice are you required to give your current employer?** |

### Reasons for applying:

Please outline your reasons for applying for the post. (Please continue onto a separate sheet if necessary)

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|  |

**Education and Qualifications:**

Please list any qualifications you have taken or are about to take. (Most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name of school / college/ university / training body** | **Type of Qualification** | **Subject** | **Result** |
|  |  |  |  |  |

**Training:**

Please list any training you have received, or courses you have attended that you feel are relevant to the post.

(Most recent first)

|  |  |
| --- | --- |
| **Date** | **Details of Training Course** |
|  |  |

**Past Employment Details:**

Please start with your most recent / current employment. Briefly describe the main duties and responsibilities.

| **Employers name & address** | **Job Title** | **Brief description of duties** | **Date** | | **Salary** | **Reasons for leaving** |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |

### Relevant Skills and Experience:

This section is for you to give specific information in support of your application. After reading the job description and person specification please indicate your skills and experience relevant to the position you have applied for.

(Please continue onto a separate sheet if necessary)

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### Other Interests:

Please give details of anyvocational activities or voluntary commitments.

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### Referees:

Any offer of employment is dependent on receipt of 2 satisfactory references. Please provide details of two referees who can comment on your suitability for this post. We would normally wish to see one reference from your present or most recent employer. References will only be taken up for the successful candidate.

|  |  |
| --- | --- |
| **Referee 1:** | **Referee 2:** |
| **Name:** | **Name:** | |
| **Position:** | **Position:** | |
| **In what capacity does this person know you:** | **In what capacity does this person know you:** | |
| **Organisation:** | **Organisation:** | |
| **Address:** | **Address:** | |
| **Tel:** | **Tel:** | |
| **Email:** | **Email:** | |

### Declaration and signature:

|  |
| --- |
| I confirm that the information contained in this application form is accurate and correct.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  . |

### Data Protection:

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| The Data Protection Act 1998 (“The Act”) sets out certain requirements for the protection of your personal information against unauthorized use of disclosure. The Act gives you certain rights.  Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application.  If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our Equal Opportunities Monitoring.  If your application is successful, the information will form part of your Personnel file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent.  I consent to the use of my personal information for the purpose and on terms set out above.  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Thank you for completing this application form.**

**Please forward this together with other associated forms to the address specified at the beginning of this form**



**Emmaus Dover**

**Declaration of Criminal Records Form**

The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions (spent or unspent), cautions, reprimands and final warnings on your criminal record need to be disclosed.

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| --- | --- |
| **Job applied for:** | **Location:** |

Please complete this form and return it in a sealed envelope along with your application.

|  |  |  |
| --- | --- | --- |
| **Title:** | **First name** | **Surname:** |

|  |  |
| --- | --- |
| **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** | **Yes\*/No** |
| \*If yes, provide details of offences, penalties and dates below: | |

If you have declared a criminal record and we believe this will have a bearing on the requirements of the post we will discuss the matter with you at interview. If you require any further information or have any concerns about filling in this form please contact us.Please note that Emmaus takes its responsibilities under the Disclosure & Barring Service very seriously and takes every step possible to ensure confidentiality. Further information on disclosures and barring can be found on the [DBS website](https://www.gov.uk/government/organisations/disclosure-and-barring-service).

|  |
| --- |
| **Declaration:** |
| I confirm that the information contained in this application form is accurate and correct.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Thank you for completing this form. Please forward this together with your completed application form**

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**EMMAUS DOVER Equal Opportunities Monitoring Form**

Emmaus is committed to equal opportunities in employment and volunteering and will assess for roles fairly without regard to sex, age, marital status, race, colour, nationality, ethnic or national origins. People with disabilities will be assessed on the needs of the role they have applied for. We would therefore be grateful if you could complete and return this form. The information you supply will be separated from your application before the short-listing and interview process begins, and will be kept confidentially and will only be used so that we can monitor the implementation of our equal opportunities policy.

Please choose one option from each of the sections listed below, checking the relevant box with an X, by double clicking on the appropriate box.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ethnic Group:** | | **Age:** | | | **Religion:** | |
| **White:**  British  English  Irish  Scottish  Welsh  Other White background  **Asian or Asian British:**  Bangladeshi  Indian  Pakistani  Other Asian background | **Mixed:**  White and Asian  White/Black African  White/Black Caribbean  White and Chinese  Other Mixed background  **Black or Black British:**  African  Caribbean  Other Black background  **Chinese or Chinese British or other ethnic group:**  Chinese  Other ethnic group  Prefer not to say | | 16 – 24  25 – 34  35 – 44  45 – 54  55 – 64  65+ | No religion  Baha’i  Christian  Hindu  Jewish  Muslim  Buddhist  Jain  Sikh  Other | |
| **Marital Status:** |
| Single  Married/Civil  Partnership  Living with partner  Other |
| **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  Prefer not to say | | | | | | |
| **Declaration:** | | | | | | |
| This information will be treated in the strictest confidence. It will be used to meet any requirements you have for statistical equal opportunities monitoring. Under the Data Protection Act 1998 we need your agreement to retain this information for these purposes.  Please tick this box if you agree to this:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

**Terms and Conditions of Employment**

* Salary of £8640 per annum
* Working Hours – part time hours are 18 hours per week, Wednesday to Friday/Saturday
* Flexible Working – Options available, subject to the requirements of individual roles
* Annual Leave – 25 days per annum, pro rata plus 8 bank holidays
* Pension – Stakeholder pension
* Training & Development – Individually tailored induction, training and development
* Employee Assistance – a 24/7 employee assistance scheme is available

**How we store and use your personal information**

Your CV and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The CV only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed from your CV. This includes:

* Name
* Address
* Age
* Marital Status

This is to protect your personal information, but also to enable us to shortlist ‘blind’, so that the recruitment process is fair and equitable, and we are encouraging a diverse workforce.