

Private and Confidential

Job Application Form

POST APPLIED FOR:



Families and Community Together

LTP PROJECT WORKER

Part-time 16 hours per week

The information requested is important in assessing your application.

Please complete clearly, accurately and in full.

PLEASE USE BLACK INK

Scale: Scale 5 (JNC) £19,427 pro rata

Closing Date: 2nd July 2010 noon

Post Ref: LTP.6.10

The Bulwell Community Toy Library Limited Is committed to being an equal opportunity employer. We aim to ensure that no job Applicant receives less favourable treatment On the grounds of race, culture, ethnic origin, sex, marital-status, class, sexual orientation, disability, age or former unrelated convictions.

The following information is only required in order that our equal opportunity policy can be monitored effectively.

Surname: _____

Forenames: _____

Address: _____

_____ Post code: _____

Telephone (Home) Telephone (work in convenient): _____

Date of birth: _____ Age: _____ Sex: Male Female

Do you consider yourself disabled?
Do you have specific requirements that will help you with and interview?
If yes, please specify: _____

Please describe your racial or ethnic origin?

Black-African	Black-Caribbean	Indian	
Mixed descent	Bangladeshi	White	
Chinese/Viet.	Irish	Black other	

Other please specify: _____

From what source did you learn of this vacancy?

In the event of interview dates being re-scheduled, please give details of any dates during the next four weeks when you would not be available for interview:

Present Employment paid/unpaid:

Name and address of present employer:

Job Title: _____ Date Commenced: _____

Grade: _____ Salary/Wage: £ _____

Brief Description of Duties and Responsibilities:

Period of notice required:

Previous Employment (earliest first and including any temporary, unpaid and voluntary work)

From Month/Year:	To Month/Year:	Employer:	Job title and grade:	Wage/salary:	Reason for leaving:

Education – proof of Qualifications may be required at interview

Date From:	To:	Schools, Colleges attended – including part-time:	Qualifications gained or pending – please state subject and level:	Grade:

Attendance at training courses relevant to your employment:

Organising Body:	Course Title:	Duration:	Date:

Job Requirements (Please use this space to explain how you meet the requirements shown in the Person Specification. Use additional or separate sheets if needed)

PLEASE ATTACH SEPARATE SHEET/S IF NECESSARY

References

Give the names of two persons to whom reference may be made in respect of your application. The first must be from your last employer (paid/unpaid position). References are only contacted if candidates are to be interviewed, but if you do not wish a referee to be contacted until after a provisional offer of employment is made, mark his or her name with a large asterisk.

Name: _____
Position: _____
Address: _____ _____ Postcode: _____
Telephone: _____
Name: _____
Position: _____
Address: _____ _____ Postcode: _____
Telephone: _____

Do you need a work permit to work lawfully in this country? YES/NO

REHABILITATION OF OFFENDERS ACT (1974)

The post for which you are applying is exempted from the provisions of the Rehabilitation of Offenders Act. When answering the following questions you must, therefore, disclose any criminal convictions, even those which must be considered "spent" for other purposes. (Rehabilitation of Offenders Act) 1974 (Exemptions) (Amendments) Order 1986 and any other late orders.

Have you ever been convicted of an offence in any criminal proceeding in any court? (For motoring offences, please answer "yes" only if it resulted in a disqualification)

YES NO (please circle)

Have you ever been found guilty of violent, cruel or dishonest behaviour in any disciplinary proceedings conducted by your employer?

YES NO (please circle)

If you answered "yes" to any of these questions please give full details, continuing on a separate sheet if necessary. NB This post will also require a CRB disclosure check if the applicant is successful.

DATA PROTECTION ACT

Information on this form will be used in compliance with the Data Protection Act 1998. Strict confidentiality will be observed. The data provided will be processed in line with the principles of the Act, solely for the recruitment process, and not kept longer than required.

DECLARATION

I declare that the information given in this application is true, that I have not canvassed (either directly or indirectly any member or officer of Bulwell Community Toy Library Limited and will not do so. I'm lawfully available for work in this country.

Signed _____ Date _____

THIS FORM SHOULD BE RETURNED IN AN ENVELOPE MARKED 'CONFIDENTIAL' TO:

**Bulwell Community Toy Library Limited
Chris Firth Cottages, Norwich Gardens,
Bulwell, Nottingham. NG6 8GG**

To reduce costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.
IF YOU HAVE HEARD NOTHING WITHIN 6 WEEKS OF THE CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.