

VACANCY DETAILS

Application For the post of:	Vacancy Reference Number: V
Location:	Closing Date:
Please indicate when you are UNABLE to attend an interview or assessment in the next 2 months	

Please type or write clearly in black ink as this form may be photocopied. CVs will not be accepted on their own. If the application form format prevents you from applying because of your disability, please contact our HR Service Centre on 01225 716331 for an alternative format.

PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms/DR other	Address:
Surname:	
Forenames: (including middle names)	
Known as:	
Previous Names: (Including former married names)	Post Code:
National Insurance Number:	Home Telephone No:
Place Of Birth	Mobile No:
Email Address:	
Are you currently employed by the Shaw Trust: <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please provide your employee number.	

RIGHT TO WORK IN THE UK?

Do you have proof of your right to work in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO (all candidates selected for interview will be required to bring original documents to interview)
Will you require a work permit in order to take up this position? <input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYMENT/SELF EMPLOYMENT/VOLUNTARY WORK

Please provide details of all employers, self employment or voluntary work (unpaid) covering at least the last 3 years, this information should be provided in chronological order, with the most recent first.

Please supply reference contact details for each place of work. For periods of self-employment, please provide details of a client, accountant, bank manager, solicitor, business partner or company secretary, this person must not be a relative or friend.

CURRENT OR MOST RECENT EMPLOYER/SELF EMPLOYMENT OR VOLUNTARY WORK

Name and Full Postal Address of Employer:

(if you are placed at this employer by a recruitment agency please provide the agencies name and full postal address)

Start Date:

Leaving Date *(if applicable)*:

Notice Period:

Reason for Leaving:

Job Title:

Salary:

Reference Contact Details:

Name

Relationship: HR Line Manager Director/Owner Other _____

Telephone Number:

Work Email Address:

Can this referee be contacted prior to a formal offer of employment being made? Yes/No

Brief summary of key duties and responsibilities:

PREVIOUS EMPLOYMENT/SELF EMPLOYMENT/VOLUNTARY WORK

Name and Full Postal Address of Employer:

(if you were placed at this employer by a recruitment agency please provide the agencies name and full postal address)

Start Date:

Leaving Date (*if applicable*):

Notice Period:

Reason for Leaving:

Job Title:

Salary:

Reference Contact Details:

Name

Relationship: HR Line Manager Director/Owner Other _____

Telephone Number:

Work Email Address:

Can this referee be contacted prior to a formal offer of employment being made? Yes/No

Brief summary of key duties and responsibilities:

PREVIOUS EMPLOYMENT/SELF EMPLOYMENT/VOLUNTARY WORK

Name and Full Postal Address of Employer:

(if you are placed at this employer by a recruitment agency please provide the agencies name and full postal address)

Start Date:

Leaving Date (*if applicable*):

Notice Period:

Reason for Leaving:

Job Title:

Salary:

Reference Contact Details:

Name

Relationship: HR Line Manager Director/Owner Other _____

Telephone Number:

Work Email Address:

Can this referee be contacted prior to a formal offer of employment being made? Yes/No

Brief summary of key duties and responsibilities:

PREVIOUS EMPLOYMENT/SELF EMPLOYMENT/VOLUNTARY WORK

Name and Full Postal Address of Employer:

(if you were placed at this employer by a recruitment agency please provide the agencies name and full postal address)

Start Date:

Leaving Date *(if applicable)*:

Notice Period:

Reason for Leaving:

Job Title:

Salary:

Reference Contact Details:

Name

Relationship: HR Line Manager Director/Owner Other _____

Telephone Number:

Work Email Address:

Can this referee be contacted prior to a formal offer of employment being made? Yes/No

Brief summary of key duties and responsibilities:

PERIODS OF UNEMPLOYMENT IN THE LAST 3 YEARS

Please provide information regarding any periods of unemployment in the last 3 year which total 3 months or more. By signing this application form you are consenting to us verifying your periods of unemployment with Job Centre Plus or other organisation if applicable

Start Date of Unemployment:	End Date of Unemployment:
Name and Full Postal Address of Job Centre:	
Benefit Claimed: <input type="checkbox"/> JSA <input type="checkbox"/> ESA <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Income Support	If benefit not claimed please provide information.
Further Information:	

Start Date of Unemployment:	End Date of Unemployment:
Name and Full Postal Address of Job Centre:	
Benefit Claimed: <input type="checkbox"/> JSA <input type="checkbox"/> ESA <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Income Support	If benefit not claimed please provide information.
Further Information:	

Start Date of Unemployment:	End Date of Unemployment:
Name and Full Postal Address of Job Centre:	
Benefit Claimed: <input type="checkbox"/> JSA <input type="checkbox"/> ESA <input type="checkbox"/> Incapacity Benefit <input type="checkbox"/> Income Support	If benefit not claimed please provide information.
Further Information:	

SUPPORTING INFORMATION

Please relate your aptitude for learning, skills, qualifications, experience and other personal qualities to the Person Specification requirements. If you require more space, please continue on a separate sheet.

FULL TIME EDUCATION AND TRAINING

Start Date:	End Date:
Name and Full Postal Address of School, College or University:	
Qualifications obtained:	

Start Date:	End Date:
Name and Full Postal Address of School, College or University:	
Qualifications obtained:	

Start Date:	End Date:
Name and Full Postal Address of School, College or University:	
Qualifications obtained:	

ADDITIONAL QUALIFICATIONS/MEMBERSHIPS/LICENCES

Please detail any qualifications or memberships to professional organisations/bodies e.g. first aid, fork lift truck, medical professionals etc

Qualification/Membership/Registration No	Organisation	Date Awarded

REFERENCES

Please also supply a Professional Referee. The Professional Referee should have known you for at least 3 years and be a professional person, such as a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant or other person of some standing in your community. **The Professional Referee should not be an immediate family member (parent, child, sibling) or friend. No references will be sought prior to a job offer being made.**

Professional Referee	Professional Referee
Name:	Name:
Profession:	Profession:
Organisation (if applicable):	Organisation (if applicable):
Address:	Address:
Telephone No:	Telephone No:
Email address:	Email Address:
How long have you known this person?	How long have you known this person?
In what capacity have you known this person?	In what capacity have you known this person?

CRIMINAL CONVICTIONS

Shaw Trust, as a provider of Government contracts, requires its staff to have access to Government assets (defined as premises, systems, information or data). Shaw Trust has a duty to protect these assets and therefore requires that you answer the following questions:

Have you ever been convicted (i.e. found guilty) by a court in any country of a criminal offence including a motoring offence, or given a conditional caution that is unspent, or is there any action pending against you? *You need not declare cautions, reprimands, final warnings and convictions which are "spent" under the Rehabilitation of Offenders Act 1974 or fixed penalties and penalties for disorderly conduct unless you are applying for a position working with young people or vulnerable adults (in which case see paragraph below).*

YES NO (if yes, please provide details)

Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? *You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974) unless you are applying for a position working with young people or vulnerable adults (in which case see paragraph below).*

YES NO (if yes, please provide details)

Do you know of any other matters in your background which might cause your reliability or suitability to have access to government assets to be called into question?

YES NO (if yes, please provide details)

If you are applying for a position where you will have regular contact with young people or a vulnerable client group, you should disclose details of any criminal record (including convictions, cautions, reprimands and final warnings). Successful applicants should note that appointment to such positions will also be subject to a satisfactory disclosure from the Criminal Records Bureau.

However, only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining the position. If you require further guidance on completing this section please contact the Human Resource Department.

DISABLED APPLICANTS

As a Disability Symbol holder the Trust guarantees an interview to any applicant with a disability who meets the Essential Criteria of the Person Specification.

If you have a physical sensory or mental impairment or health condition which has a substantial or long term effect on your ability to carry out normal day to day activities, please indicate whether you are you claiming an interview under this scheme? YES NO

Please give details of any arrangements or facilities you require to enable you to attend interview (e.g. sign language interpreter, level access etc.):

DECLARATION

I declare that to the best of my knowledge the information I have given in support of my application is true and complete. I give consent for the personal data in this application form to be used by Shaw Trust or G4S (on behalf of Shaw Trust) for the purpose of obtaining pre employment checks i.e. references and Criminal Records Disclosure (CRB). I agree to current and previous employers, and other referees provided to be approached once a verbal offer has been made. Any relevant professional qualifications, registrations or membership will also be verified/obtained as part of the recruitment process. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed and I may be disqualified for employment in connection with Government contracts. I undertake to notify any material changes in relation to the information I have provided above, including any future criminal convictions, to Shaw Trust Human Resources department.

SIGNATURE:

DATE:

Please note that there is no requirement for you to have an original signature on the form if you are emailing it back to us. In emailing the form we accept that you are declaring that the information contained within the application is correct and that you are giving consent for references to be obtained.

DATA PROTECTION

The Trust will use the information given by you only to assess your application and for statistical purposes, for example to analyse applications by gender, ethnic origin or disability. The Trust retains information about job applicants for 12 months. Application forms for successful candidates are retained on their personal file.

Please send completed form to:- Recruitment Section, Human Resource Department, Shaw Trust, Shaw House, Epsom Square, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XJ or email to recruitment@shaw-trust.org.uk. Please note that if you have not been invited to interview within 4 weeks of the closing date you should assume that on this occasion your application has been unsuccessful.

Thank you for your application.

Please complete and return the Equal Opportunities Monitoring Form

Equal Opportunities Monitoring Form

This section of the application form does not form part of your application it will be detached from your application form upon receipt and will not be viewed by anyone who is making a decision on your application for employment. The information collected will only be used for monitoring purposes in an anonymised format and will help Shaw Trust analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

Shaw Trust recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

Date of Birth			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Tran-sexual	<input type="checkbox"/> I do not wish to disclose this
	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender	

Sexual Orientation:

Please select the option which best describes your sexual orientation		
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> I do not wish to disclose this
<input type="checkbox"/> Gay	<input type="checkbox"/> Heterosexual	

Ethnicity:

I would describe my ethnic origin as:		
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> other	White <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Western European–Non UK <input type="checkbox"/> other	Black <input type="checkbox"/> African <input type="checkbox"/> British <input type="checkbox"/> Caribbean <input type="checkbox"/> European <input type="checkbox"/> other
Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> other	Chinese <input type="checkbox"/> Chinese <input type="checkbox"/> Chinese British <input type="checkbox"/> Other	Other Ethnic Group <input type="checkbox"/> Other ethnic group <input type="checkbox"/> I do not wish to disclose this

Religious Belief:

Please indicate your religion or belief		
<input type="checkbox"/> Atheism/Humanism	<input type="checkbox"/> Sikhism	<input type="checkbox"/> Rastafarianism
<input type="checkbox"/> Buddhism	<input type="checkbox"/> Judaism	<input type="checkbox"/> Hinduism
<input type="checkbox"/> Christianity	<input type="checkbox"/> Baha'i	<input type="checkbox"/> Other/Non Belief
<input type="checkbox"/> Islam	<input type="checkbox"/> Parsi(Zoroastrians)	<input type="checkbox"/> I do not wish to disclose this

Childcare Responsibilities

Please indicate your care responsibilities		
Are you a? <input type="checkbox"/> Lone Parent <input type="checkbox"/> Primary Carer <input type="checkbox"/> Joint Carer <input type="checkbox"/> I do not wish to disclose this	Ages of Children? <input type="checkbox"/> Under 5 <input type="checkbox"/> 5 – 11 <input type="checkbox"/> 12 – 15 <input type="checkbox"/> 16 + in Full Time Education	Other Care Responsibilities <input type="checkbox"/> Primary Carer for a Disabled person <input type="checkbox"/> Partial/Joint Carer for a Disabled person <input type="checkbox"/> Primary Carer for a Older Person <input type="checkbox"/> Partial/Joint Carer for a Older Person

Equality Act 2010

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

Do you consider yourself to have a disability?

- Yes
- No
- I do not wish to disclose this information

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.

Conditions Restricting Mobility

- Amputations
- Arthritis & Rheumatism
- Brittle Bones
- Cerebral Palsy
- Spina Bifida
- Hemiplegic
- Upper Limb
- Work Related Upper Limb Disorder

Long Term Medical Conditions

- Angina
- Cancer
- Circulatory
- ME
- Renal Failure
- Skin & Cellular Disease
- Stroke
- HIV

Learning Disability

- Downs Syndrome
- Dyslexia
- Dyspraxia
- Autism/Aspergers

Neurological Conditions

- Hydrocephalus
- Muscular Dystrophy
- Acquired Brain Injury

Mental Health

- Depression
- Schizophrenia

Other conditions (please specify in box below)

Hearing/Visual Impairment

- Blind
- Partially Sighted
- Deaf
- Hard of Hearing

Advertising Monitoring

Please select the option which best describes how you found about this vacancy

- Job Centre
- Job Fair
- Local Paper
- National Paper
- Recruitment Agency
- Radio
- Professional Journal
- Internal Vacancy (Shaw Thing)
- Website (Shaw Trust)
- Website (other)
- Community Organisation
- Word of Mouth
- Other (please specify)