

EMPLOYMENT APPLICATION

Post Title:

1. Personal Information

Surname:	Age:	Date Of Birth:
First Names:	Home Telephone No:	
Home Address:	Preferred title (ie Mr/Mrs/Miss/Ms/Other):	
	Specific dates/periods when not available for interview:	

2. Present Employment

Employer's Name and Address:		Office Telephone:
		Notice Required:
Job Title:	Total Salary/Wage and Grade:	Date of Commencement:
Description of duties and responsibilities:		

3. Previous Employment – starting with the most recent (please state hours if part time)

Employer's Name/Address	From	Appointment	Grade/Salary	Reason For Leaving
	To			
Duties Skills and Responsibilities				
Employer's Name/Address	From	Appointment	Grade/Salary	Reason For Leaving
	To			
Duties Skills and Responsibilities				
Employer's Name/Address	From	Appointment	Grade/Salary	Reason For Leaving
	To			
Duties Skills and Responsibilities				
Employer's Name/Address	From	Appointment	Grade/Salary	Reason For Leaving
	To			
Duties Skills and Responsibilities				
Please list any other employment separately				

4. Education, Training and Development

School/College/University	From	To	Qualifications and Grades Achieved
Vocational Training	From	To	Qualifications and Grades Achieved
Professional Institutions	Dates		Grade of Membership
Do you hold a full driving licence?	Car	Yes/No	HGV Yes/No
			Do you own a car? YES/NO
Leisure Activities			

5. References

Name and address of two persons to whom reference may be made (one should be your present or last employer):	
Reference 1	Reference 2
May we contact them without further authority? YES/NO	
<i>References will be taken for short listed applicants unless otherwise indicated</i>	

6. Supporting Information

Using the job description and advertisement, give examples of your special skills, abilities and experience gained which you consider to be relevant to this job application. Please provide information to demonstrate that you meet each of the essential criteria set out in the Person Specification. A separate sheet can be used for further information.

Reasons for seeking this appointment

7. Health / Medical Details

Do you suffer from any ill health? YES/NO If yes please give details
Have you been absent from work through ill health for more than 10 days in the last 12 months? YES/NO If yes please give details
<i>Short-listed applicants must complete a medical questionnaire. A medical examination may be required for new employees.</i>
Do you consider you have a disability which is relevant to the application? YES/NO If yes please give details
If yes, are there any reasonable adjustments we could make to help you overcome any difficulties you may face at work or during the application/interview process? YES/NO If yes please give details
Applicants with a disability, who meet the criteria for the post, will be considered on their abilities.

8. Other information

Have you even been convicted of a criminal offence? YES/NO If yes please give details
Have you applied for a post with The Boaz Trust before? YES/NO If yes please give details and approximate dates
How did you become aware of this vacancy?

<p>I declare that the information contained in this form is to the best of my knowledge correct and complete. I declare that I am eligible for employment in the UK. I understand that any false statement may disqualify me from employment or render me liable to be dismissed.</p> <p>Signature:</p> <p>Date:</p>	<p>Completed form to be returned to:</p> <p>Rachel Todhunter The Boaz Trust 1st Floor, 110 Oldham Road, Ancoats, Manchester, M4 6AG</p> <p>EMAIL: office@boaztrust.org.uk TEL: 0161 202 1056</p>
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APPENDIX (to be detached from application form upon receipt)

Equal Opportunities

The Boaz Trust is committed and working towards equal opportunity in employment, training and development. In order to monitor the progress of our recruitment and selection practices please provide the following personal details.

Ethnic Origin

- A WHITE**
British
Irish
Any other White background (please specify)
- B MIXED**
White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background (please specify)
- C ASIAN OR ASIAN BRITISH**
Indian
Pakistani
Bangladeshi
Any other Asian background (please specify)
- D BLACK OR BLACK BRITISH**
Caribbean
African
Any other Black background (please specify)
- E CHINESE OR OTHER ETHNIC GROUP**
Chinese
Any other background (please specify)

Gender

Male

Female

Age group

Under 21 years 21 – 30 years 31 – 40 years 41 – 50 years 51 – 60 years Over 60 years

Do you have any disability

YES/NO (If yes, please provide details)