

APPLICATION FOR EMPLOYMENT



POST DETAILS

Post applied for:	
Email applications only	Email your application before the closing date on the advert to recruitment@shilohrotherham.org.uk

PERSONAL DETAILS

This information will not be used in the shortlisting process

Surname:	
Forename(s):	
Current address:	
Day time telephone number:	
Evening telephone number:	
E-Mail Address:	

EMPLOYMENT AND WORK EXPERIENCE

Current or most recent post:

Job Title:	Salary:
	£
Dates of employment (from/to):	
Name and address of employer:	
Brief description of duties and responsibilities:	

All previous employment:

(Start with the most recent and also include periods of unemployment)

Dates (from/to)	Employer's name	Position/ Role	Description of Duties	Reason for leaving

VOLUNTARY WORK & OTHER EXPERIENCE

This may include voluntary or unpaid work, hobbies and interests.

Dates (from/to)	Organisation	Position/Role	Description of Duties	Reason for leaving

EDUCATION AND QUALIFICATIONS

Please note: certificates may be requested at interview.

Compulsory education

Dates:	Name of school:	Examination results (subject/level/grade):

Further education

Dates:	College/University:	Qualification/Examination results (subject/level/grade):

Any other education/training – e.g. courses you have attended and not previously mentioned elsewhere

Dates:	Organisation:	Course/qualification:

Are you undertaking any course of study at present? (if so, please give details)

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Do you have membership of any professional bodies? (if so, please give details, including any offices held)

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REASONS FOR APPLYING FOR THIS POST

When you complete this section, please ensure that you have read the person specification and job description as they are particularly important. They tell you what you need to do the job and you should ensure that your reasons cover the requirements contained in these documents. Include as much detail as possible including:

- How you meet the requirements in the person specification (include examples)
- Why you want this post
- What your personal attributes are
- What skills, experience and abilities you would bring
- How you could support and uphold Shiloh's vision & values.
- Any other information which you consider relevant

Please note: Shortlisting for interview is based on this section. To guide you on the amount of information we are looking for, there is a minimum word limit of 500 and a maximum of 1250. Unfortunately any application with less than 500 words will be disregarded.

ADDITIONAL INFORMATION

What is the notice required in your present post?		
Is your present post your sole regular employment?	YES	NO
Are you a British subject or a national of any EU country?	YES	NO
If not, do you have the right to work in the UK and a current work permit?	YES	NO
If so, please state the expiry date of your right to work in the UK and/or your work permit.		
Do you hold a full driving licence?	YES	NO
Do you have any current endorsements?	YES	NO
Do you have access to a car?	YES	NO
Where did you see the advertisement for the post?		

Disabilities

Do you have any condition or disability which may affect your ability to do the job and/or require us to make reasonable adjustments?

YES

NO

Do you require any special arrangements to be made for your interview/assessment on account of a condition or disability?

YES

NO

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment and potential employment with Shiloh and thus meet our obligations under the Equality Act 2010:

Convictions**

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) by SI 2013 1198?

http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

YES

NO

If so, please give details of any unspent convictions.

REFERENCES

Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **must** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

1. Name:	2. Name:
Contact address & Post Code	Contact address & Post Code
Email address	Email address
Telephone number:	Telephone number:
Relationship to you:	Relationship to you:
How long they have known you	How long they have known you
May references be taken up before interview?	YES / NO

DATA PROTECTION

Shiloh Rotherham will process the information contained within this application form in line with the General Data Protection Regulation (2016) as follows:

Successful applicants: this information will be added to the individual's personnel file. The retention period for staff information is the duration of the contract plus 6 years, after which time the information will be securely destroyed.

Unsuccessful candidates: the retention period is 12 months, then the information will be securely destroyed.

Please refer to Shiloh Rotherham's Privacy Notice which gives further information regarding how we process information.

I hereby give my consent to Shiloh Rotherham processing the data supplied in this application form for the purpose of recruitment and selection.

DECLARATION

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be dismissed.

If you are sending your application form by e-mail, please mark this box ☐ (as a substitute for your signature) to confirm that you agree to the above declaration.

Signed:

Dated:

Email your application before the closing date on the advert to
recruitment@shilohrotherham.org.uk

EQUAL OPPORTUNITIES

Shiloh Rotherham is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information. All information will be treated confidentially and will be separated from your application form before making any selection decisions.

If you prefer not to answer any of the questions please leave them blank.

General Data Protection Regulations (GDPR)

Under data protection law we are allowed to ask for this information as its sole purpose is to allow us to monitor the diversity of our applicants. Shiloh Rotherham will keep the information secure and confidential and use it only for the purposes of recruitment and selection diversity monitoring. If you become an employee of Shiloh Rotherham the information will be retained for the purpose diversity monitoring only. Thank you for your co-operation.

Position Applied For: _____

Age: ☐ <25 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64
☐ 65+

Gender: I identify my gender as _____

Ethnic origin - How would you describe yourself? Choose **one** section and select the appropriate box within it.

White:

☐ British ☐ English ☐ Irish ☐ Northern Irish ☐ Scottish
☐ Welsh
☐ Gypsy or Irish Traveller ☐ Other White background, please state:

Mixed Heritage:

☐ White and Black African ☐ White and Black Caribbean ☐ White and Asian
☐ Other Mixed background, please state:

Asian or Asian British:

☐ Indian ☐ Bangladeshi ☐ Pakistani
☐ Any other Asian background, please state:

Black or Black British:

☐ African ☐ Caribbean ☐ Any other, Black background, please state:

Chinese or other ethnic group:

☐ Chinese ☐ Arab ☐ Any other, please state:

☐ **Prefer not to say**

Disability – Shiloh Rotherham believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

☐ Yes

☐ No

☐ Prefer not to say

Sexual orientation - What is your sexual orientation?

☐ Bisexual

☐ Gay man

☐ Gay woman / lesbian

☐ Heterosexual / straight

☐ Other

☐ Prefer not to say

Religion or belief - Which group below do you most identify with?

☐ No religion

☐ Christian (incl. Church of England, Catholic, Protestant & other denominations)

If Christian, what is the name of the church you attend?

☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh

☐ Other, please state: _____

☐ Prefer not to say