**Application Form**

Please complete and return to HR@barnsleycvs.org.uk or alternatively HR department, Barnsley CVS, Priory Campus, Pontefract Road, Lundwood, Barnsley, S71 5PN
**DO NOT ENCLOSE OR ATTACH DOCUMENTS OTHER THAN CONTINUATION SHEETS**.

I understand that all personal data completed in this application is taken in line with GDPR, I have read and understood Barnsley CVS’s Recruitment Privacy Notice and in signing this form agree for my information to be used in accordance with this.

|  |  |
| --- | --- |
| **APPLICATION FOR THE POST OF:** |  |
| **Closing date for application:** |  |
| **SURNAME (Capitals)** |  |
| **FORENAME(S) in full** |  |
| **ADDRESS** |  |
| **TELEPHONE NO.** |  |
| **MOBILE NO.** |  |
| **E MAIL ADDRESS** |  |

|  |  |  |
| --- | --- | --- |
| DO YOU WISH TO BE CONSIDERED FOR JOB SHARE? | YES / NO | It is our policy not to discriminate against people with criminal convictions unless these are relevant to the post. If you answer Yes to this, you will be questioned about it before any offer of employment.  |
| DO YOU HAVE UNEXPIRED CRIMINAL CONVICTIONS? | YES / NO |
| DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY | YES / NO |
| *We are positive about employing disabled people and we may need to make appropriate adjustments.* |

**About your current/last position (Paid/Unpaid)**

|  |  |
| --- | --- |
| Name & address of current/last employer: |  |
| Title of post: |  |
| Date appointed: |  |
| Date finished (if last employer): |  |
| Salary: |  |
| Reason for leaving: |  |
| Notice Period: |  |
| Briefly outline your responsibilities: |  |

**EDUCATION RECORD -** (in chronological order starting with your secondary school). Please indicate part-time education, and any in-service courses.

|  |  |  |
| --- | --- | --- |
| School/College or other | Main subjects studied | Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EMPLOYMENT RECORD -** Please give in chronological order details of your career.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name & Address | Nature of Work | Reason for leaving | Dates of employment  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Continue on a separate sheet if necessary

**Please list any personal development** undertaken in the past two years

|  |
| --- |
|  |
| **Spare time interests** relevant to the post |
|  |

|  |
| --- |
| **Additional Information** – Please address the essential criteria listed in the job description and person specification as candidates who do not meet **all** essential criteria will not be short-listed |

Continue on a separate sheet if necessary

Names and Addresses of **two Referees**, one of whom should be your most recent Employer

|  |  |  |
| --- | --- | --- |
|  | Current/most recent employer |  |
| Name |  |  |
| Address |  |  |
| Email |  |  |
| Capacity in which known |  |  |
| Length of time known |  |  |
| Can we take up reference before interview | YES / NO | YES / NO |

**STATEMENT:**

I believe the information I have supplied to be correct. I have not knowingly withheld any significant information.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

|  |  |
| --- | --- |
| For the purposes of monitoring the effectiveness of our recruitment campaigns can you please state where you saw or heard about this vacancy. |  |

**EQUAL OPPORTUNITIES MONITORING**

Barnsley CVS is committed to providing equality of opportunity for all and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic origin, marital status, age, sexuality, religious belief or disability. In order to ensure the effectiveness of our policy and to meet legal requirements, we monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the characteristics listed below. All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process. Barnsley CVS will store the data confidentially and for the production of de-personalised statistics.

|  |  |
| --- | --- |
| **Gender:** | Female 🞏 Male 🞏Other 🞏 Prefer not to say 🞏 |
| **Disability:** The Equality Act defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. |
| Taking the above information into account, do you consider yourself to be disabled? | Yes 🞏 No 🞏Prefer not to say 🞏 |
| If ‘Yes’ please provide details |
| Please indicate any arrangements which would facilitate a more comfortable interview if you are short listed. |
| **Ethnic origin:** Tick one box from the section below to indicate your ethnic group. The categories are as recommended by the Equality and Human Rights Commission. Prefer not to say 🞏 |
| **White**British 🞏 English 🞏 Irish 🞏 Scottish 🞏 Welsh 🞏 Any other white background 🞏 Please provide details:  |
| **Mixed**White and Black Caribbean 🞏 White and Black African 🞏 White and Asian 🞏 Any other mixed background 🞏 Please provide details: |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh** Indian 🞏 Pakistani 🞏 Bangladeshi 🞏 Any other Asian background 🞏 Please provide details: |
| **Black, Black British, Black English, Black Scottish or Black Welsh**Caribbean 🞏 African 🞏 Any other Black background 🞏 Please provide details: |
| **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group**Chinese 🞏 Any other ethnic background 🞏 Please provide details: |