URBAN OUTREACH (BOLTON)

APPLICATION FOR EMPLOYMENT

Please complete all sections. CV's are not accepted. A covering letter is not needed. Refer to our *Application for Employment Guide* before you start. **PLEASE COMPLETE CLEARLY BY HAND USING BLACK INK**. You may if you wish, word process your response to question 14 on 'relevant skills, knowledge & experience' and question 15 on 'your interests and voluntary activities' and attach them to your application. If need be, you may ask someone to complete the form on your behalf.

1. Post(s) you are applying for

Please provide the Job title(s):

2. Personal details

Title: Mr / Mrs / Ms / Miss / Other (please state):

Surname:

Forename(s):

Address:

Post code:

Former Names (if applicable):

Surname:

Mobile nº:

Work nº:

Home nº:

National insurance nº: | | | | | | | | | |

Email address:

Forename(s):

3. Current or most recent employment

Employer	From	To	Position held	Salary, reason for leaving, length of notice required

Briefly outline your duties:

May we contact you at work? **Yes** ☐ **No** ☐

What were your reasons for leaving (if applicable):

4. Your employment history

List the most recent first. You may include relevant voluntary work.

Employer	From	To	Final position held and salary	Reason for leaving

Have you ever been dismissed by any employer? **Yes** ☐ **No** ☐

Have you ever had disciplinary action taken against you by any employer? **Yes** ☐ **No** ☐

If *YES*, further details may be required from you if you are called for interview.

5. Education

Give details of secondary, further and higher education received and qualifications gained, listing the most recent first.

Dates Attended		Where attended	Course title(s)	Qualification gained
From	To			

6. Job related qualifications & specialised training

Give details of any job related and/or specialised training and qualifications gained, listing the most recent first.

Dates Attended		Where attended	Course title	Qualification gained
From	To			

7. References

Please give details of three people whom we may contact for a confidential, impartial assessment of your suitability for this job. At least one should be your latest employer. If this is your first job, give your head teacher / college tutor. Please do not give your doctor, a friend or relative, a work colleague past or present, an employment agency, or a current UOB employee or trustee. It would be helpful if you could check on their willingness to provide you with a reference. Please make sure you provide a correct and current email address for each.

Referee 1: **Present or last employer or educational establishment**

Contact Name for Human Resources:

Establishment Name:

Address:

Post code:

Contact Telephone nº. Email Address:

Can we contact this referee before interview if you are shortlisted? **Yes** ☐ **No** ☐

Referee 2: Full Name:

Occupation:

Address:

Post code:

Contact Telephone nº. Email Address:

Can we contact this referee before interview if you are shortlisted? **Yes** ☐ **No** ☐

Referee 3: Full Name:

Occupation:

Address:

Post code:

Contact Telephone nº. Email Address:

Can we contact this referee before interview if you are shortlisted? **Yes** ☐ **No** ☐

8. Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974 you are required to give details of convictions which are not legally spent.

a) **Do you have a criminal conviction which is not legally spent?** **Yes** ☐ **No** ☐

Because of the nature of our work, many of our job positions are subject to Enhanced checks from the Disclosure and Barring Service (DBS). If a DBS check is required for the job you are applying for, this will be made clear in the Job Description / Person Specification. For jobs requiring a DBS check, you must disclose all criminal convictions, whether spent or not. A previous conviction will not necessarily be a bar to obtaining employment with us, but failure to disclose a criminal conviction will disqualify you from appointment and may render you liable to dismissal without notice. You should read the guidance notes in the *Application for Employment Guide* and may seek appropriate advice before you answer the following questions.

b) **Have you ever been convicted, cautioned or bound over in connection with a criminal offence, other than for a motoring offence not resulting in disqualification?** **Yes** ☐ **No** ☐

c) **Has any action ever been taken against you by a local authority or the police regarding a child under 18 years of age or vulnerable adult?** **Yes** ☐ **No** ☐

d) **Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any military service disciplinary proceedings?** **Yes** ☐ **No** ☐

If your answer is 'Yes' to any of the above questions, please provide details:

If you are unsure as to whether this section applies to you or the post to which you are applying, you should state above: "TO BE DISCUSSED IF CALLED FOR INTERVIEW"

9. General Information

a) Do you hold a full, clean current valid driving licence? **Yes** ☐ **No** ☐

b) Do you have any driving endorsements / convictions that are not spent under the terms of the Rehabilitation of Offenders Act 1974? **Yes** ☐ **No** ☐

c) Do you have any possible prosecutions pending? **Yes** ☐ **No** ☐

d) Do you have a car which you can use for work which will be insured at all times for business use? **Yes** ☐ **No** ☐

10. Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. Urban Outreach is committed to employing people with disabilities. Candidates who have a disability and have demonstrated that they fulfil the minimum criteria for the post are guaranteed an interview. Please indicate if you have a disability to enable us to deal with your application under this arrangement.

Yes ☐ **No** ☐ If *YES*, please state the nature of the disability:

Do we need to make any special arrangements in order for you to attend the interview?

Yes ☐ **No** ☐ If *YES*, please give details:

11. Relationships

Are you related to any member of staff or trustee at Urban Outreach?

Yes ☐ **No** ☐ If *YES*, please give details:

12. Data Protection Act (1998)

By completing this form and otherwise supplying information to Urban Outreach you agree that Urban Outreach may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes; and subsequently if you are employed by Urban Outreach for payroll purposes, training records, management of sickness absence, and as required or permitted by statute or regulation and generally as necessary under the employment relationship and Urban Outreach's legitimate activities.

13. Asylum and Immigration Act

It is a criminal offence for an employer to engage a person whose immigration status prevents them from working in this country. You should therefore be aware that prior to confirmation of appointment, you will have to produce documentary evidence confirming your entitlement to employment within the U.K.

14. Relevant skills, knowledge and experience

This is the most important part of your application. Please refer to our *Application for Employment Guide* before completing.

You may, if you wish, word process your response to this section and attach it to your hand-completed application form. If you choose to do this, please include your name and the Job Title for the position(s) you are applying for as a header reference to each and every attached sheet.

If the Job Description states that 'part-time may be considered', please detail the hours and days that you would be able to work.

You must refer to the Job Description and Person Specification when completing this section. You will need to respond separately to this question for each job you are applying for. It may be helpful if you provide a separate heading for each of the skills, knowledge and experiences outlined on the Person Specification. You should demonstrate how and what you have done to meet each of the criteria. You should provide examples of how you have carried out tasks or achieved results which demonstrate evidence of your ability to succeed in the job you are applying for. Be specific and detail your own responsibilities and not those of others you have worked with.

15. Your Interests and Voluntary Activities

Please use this section to let us know about your pastimes, hobbies, sports and any voluntary, church, social, or community work that you are involved with, either now or in the recent past. Feel free to express all that interests and inspires you!

You may, if you wish, word process your response to this section and attach it to your hand-completed application form. If you choose to do this, please include your name and the Job Title for the position(s) you are applying for as a header reference at the top of each and every attached sheet.

16. Availability

If appointed, when could you start the job?

17. Completion of this form

Please advise how this form has been completed.

Form completed by my own hand: **Yes** ☐ **No** ☐

If *NO*, please give details:

Attachments word processed by my own hand: **Yes** ☐ **No** ☐ **n/a** ☐

If *NO*, please give details:

18. Declaration (must be by your own hand)

I declare that to the best of my knowledge and belief, all statements contained in this application form and any attachments are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service.

Your signature: Date:

19. Returning your completed application

Please now go back and double check that you have answered all the questions.

When completed, your application should be returned by post or hand delivered to:

Nicola Gillard,
Chief Operations Officer,
Urban Outreach (Bolton),
232-236 St. George's Road,
Bolton,
BL12PH.

URBAN OUTREACH (BOLTON)

t: 01204 385 848
e: admin@urbanoutreach.co.uk

www.urbanoutreach.co.uk

Please mark your envelope 'Private and Confidential'.

Don't forget to complete the **Fairness in Employment Monitoring Form** below. When printing out this application form, please ensure the Fairness Form is printed on a separate sheet of paper so it can be detached.

If you are returning your application by post, please ensure you add the correct postage payment. Failure to pay the correct postage will delay the receipt of your application. We cannot be held responsible for applications received after the closing date due to incorrect postage payments or the postal services failure to deliver your application on time.

URBAN OUTREACH (BOLTON)

t: 01204 385 848
e: admin@urbanoutreach.co.uk

www.urbanoutreach.co.uk

Fairness in Employment Monitoring – Strictly Confidential

This form will be separated from your application upon receipt. The information you provide here will be used for monitoring purposes.

Firstly, please let us know the post(s) you are applying for…

Write the job title(s) here:

How did you learn about the vacanc(ies)? *(please tick):*

Church ☐ Twitter ☐ Facebook ☐ From a friend ☐ UOB Website ☐ email ☐

Other Website ☐ *(please state):* ……..

Other communication channel ☐ *(please state):* ……..

How would you describe your ethnic origin? *(please tick):*

Asian/Asian British	Bangladeshi ……	☐	Indian……..	☐	Kashmiri……	☐
	Pakistani……	☐				
Black/Black British:	African……	☐	Caribbean……..	☐		
Chinese:	Chinese……..	☐				
Mixed:	White/Asian……	☐	White/Black African...	☐	White/Indian……..	☐
	White/Black Caribbean	☐				
White:	British……..	☐	European…….	☐	Irish……	☐

Other *(please state):* .....

What best describes your gender? *(please tick):* Male ☐ Female ☐

Prefer to self-describe as follows……..……..

What is your date of birth and age group? Date of birth: ……

16 – 19 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70+ ☐

What is your ability status? *(please tick:)*

No disability ☐ Visual impairment ☐
Hearing impairment ☐ Mobility difficulties ☐
Communication difficulties ☐ Mental health disability ☐ Learning disability ☐

Other (e.g. epilepsy) *(please state):*……..

What is your religion? *(please tick):*

Buddhist ☐ Hindu ☐ Muslim ☐
Jewish ☐ Sikh ☐ None ☐

Christian ☐ Denomination *(please state):* ……..

Other ☐ *(please state):* ……..

Do you have caring responsibilities? *(please tick):*

I look after children ☐ I help an adult with his/her daily routine ☐
Both of the above ☐ I have no caring responsibilities ☐

Which best describes how you think of yourself? *(please tick):* Lesbian ☐ Bisexual ☐
Heterosexual / Straight ☐ Gay ☐

Prefer to self-describe as follows……..……..