**Office Use Only**

Reference Number:

## EMPLOYMENT APPLICATION

Please complete all sections of the form using **black ink or type.**

Pages 11 and 12 of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained separately by the Centre Manager or nominated trustee. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

|  |
| --- |
| Data Protection ActInformation from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by The Trust in accordance with the Act**.** |

|  |  |
| --- | --- |
| **Position and applied for:** |  |

**SECTION 1: PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname:                               | Forenames:                                    | Title:        |
| Address:                                                                                                                                                   Postcode:            | Home telephone number:                                              |
| Daytime telephone number:                                         |
| Mobile telephone number:                                         |
| Email                                                                                      |
| Please indicate which tel no is the most convenient to contact you on:                                |

Are there any dates when you would NOT be available for an interview (e.g. holidays)

If appointed, when could you start? (Please give period of notice if applicable)

**SECTION 2: CURRENT/MOST RECENT APPOINTMENT**

|  |
| --- |
| **Current/Most Recent Appointment** |
| Title of current Job: | Start Date: |
| Current Employer: | Salary Range: |
| Employer Address: | Current Salary: £ |
| Permanent or temporary contract: | Notice Required: |

|  |
| --- |
| **Main Responsibilities** |
|  |

|  |
| --- |
| Job related training |
| Brief details and dates of any training courses attended, including traing towards Natioal Governving Body Awards for Outdoor pursuits but excluding further education. |

**SECTION 3: EMPLOYMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| (Most recent first)Name of Employer, type of Business and job title | Dates | Duties and reason for leaving |

|  |
| --- |
| Relationship to trustees or employees |
| If you have any personal relationship to any employee of the Beaudesert Trust, or to a Beaudesert Trust Trustee, please give their name and relationship. This does not stop a Trustee or employee giving a reference. (Any approach to Trustees or other employees to influence a selection decision will disqualify you).If Trustee: Name Relationship If Employee: Name  Relationship  Their present job  |

**SECTION 4: EDUCATION AND QUALIFICATIONS**

Please include information on all qualifications gained. Where applicable, please include details of examinations which have been or are about to be taken, but the results of which are not yet available. If successful in your application, you will be asked to provide documentary evidence of the qualifications listed below.

# EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of institution | Subject | Qualifications gained, e.g. CSE, GCSE | Grade | Date of award |
|  |  |  |  |  |

#### Please continue on a separate sheet if necessary

# SECTION 5: PROFESSIONAL AND NATIONAL GOVERNING BODY QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Name of professional Institution / National Governing Body | Membership grade and number | Was membership gained by examination? | Date of award |
|  |  |  |  |

Please continue on a separate sheet if necessary

*Continuation Sheet*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

### SECTION 6: TRAINING AND DEVELOPMENT

Please give details of any training and development opportunities you have had which is relevant to the job you are applying for. Include on the job training as well as formal courses.

|  |  |  |
| --- | --- | --- |
| Date | Duration of course | Title of training and brief description |
|  |  |  |

Please continue on a separate sheet if necessary

### SECTION 7: FURTHER INFORMATION

Please this section to provide a clear and precise overview of why you want and what successes in your career will help us to decide whether or not to invite you to an interview.

You should draw on all relevant aspects of your education and experience, including paid employment, voluntary work and training to and development to demonstrate how your skills, experience and personal attributes match the requirements of the job description and the person specification.

*Please continue on a separate sheet if necessary* **SECTION 8: REFERENCES**

Please give the name of your present employer and another recent employer best able to comment on your suitability against the selection criteria given in the person specification. School and college leavers should give the name of lecturers/tutors/headteachers as appropriate. Please state the relationship between you and the referee. You should not give friends or relatives as referees.

# Referee 1

Name: Position/job title:

Address:

 Postcode;

Tel: Fax:

E-mail: Relationship to you:

**Referee 2**

Name: Position/job title:

Address:

 Postcode:

Tel: Fax:

E-mail: Relationship to you:

If you are shortlisted, references may be taken up before interview. If you are NOT willing for your employer to be contacted at this stage, please tick here.

**REHABILITATION OF OFFENDERS ACT 1974**

Certain criminal convictions may have an impact on the job you are applying to do. For this reason, it is important that The Trust is aware of any convictions which may affect your work, subject to the overriding provisions of the Rehabilitation of Offenders Act 1974.

The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called "spent" convictions. Because the work involves contact with children and young people you are required by this Act to declare **all** convictions, **including spent convictions**. Having a conviction will not necessarily prevent you from working for The Trust, but providing misleading or false information to support your application will disqualify you from appointment, or if appointed, will render you liable to dismissal without notice. Appointment is subject to an enhanced Disclosure.

Do you have any criminal convictions: YES/NO (please delete as applicable)

If YES, please give details

**DECLARATION**

I hereby declare that none of the information in this application form is false or misleading.

SIGNATURE OF APPLICANT DATE

# EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

It is the policy of The Trust that there be equal opportunity for employment in its service and equable terms and conditions for all staff, and that all employees be recruited and trained on the basis of their ability, their fitness for the work and the requirements of the job. Each manager or supervisor must ensure:

1. that the terms of the Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 1995 and this policy are observed and that no discrimination is permitted on grounds of colour, race, nationality or ethnic or national origins, marital status, gender, sexual orientation, disability or age;
2. a positive attitude towards equality of opportunity and the administration of staff policies to that end; and
3. that they communicate the terms of this policy to each employee, with guidance in the use of The Trust grievance procedure as a means of making any complaint of discrimination or failure to accord equality of opportunity.

**EQUAL OPPORTUNITIES AND DIVERSITY MONITORING FORM**

**Office Use Only**

Reference Number:

Equality of opportunity is part of our philosophy and an essential feature of our practice. We aim to provide equal opportunities and fair treatment for all people applying for work or to be volunteers regardless of race, sex disability, sexual identity or marital status. To help us monitor the application of our policy. Please complete this form in black ink, either by hand or typed and return it with your application form.The information will not be looked at or used as part of any selection process. For details on how we will process the information you give us, please see the end of this form.

**Your full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_ \_\_\_\_ \_\_\_\_\_**

**Position applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### What is your gender? Male Female

The recommended classification of ethnic groupings for England is from the Government Office for National Statistics. Please choose one section from A to F, then tick the appropriate box to indicate your ethnic group.

### A White

British

Irish

Any other White background

(Please state)

### B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

(Please state)

### C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

(Please state)

### D Black or Black British

Caribbean

African

Any other Black background

(Please state)

### E Chinese or any other

Chinese

Any other

(Please write state)

### F Other ethnic group

Arab

Any other (Please write state)

# Would you describe yourself as having a disability? Yes No

If yes, please detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If selected for interview do you require any special arrangements to be made?

### What is your age range?

16-17 years 18-20 years 21-25 years 25+ years

**Processing your personal data**

The information supplied by you on this form will be used by us only for the purposes of reviewing our equal opportunity and diversity policy. In particular, we use information of this type supplied by applicants to produce aggregate statistical reports prepared on an anonymous basis, to monitor the effectiveness of our policy. This information will not be looked at or used as part of any selection process for considering you for a position at the Beaudesert Trust

Any other personal data supplied to us by you, or someone else on your behalf, in connection with your application will be processed by us for the purposes of considering you for a position with the Beaudesert Trust. That personal data may also be retained by us in connection with any future vacancies and/or further applications made by you.

**Thank you for your co-operation.**

**Please send your completed application to:-**

**Nigel Ruse**

**Centre Manager**

**Beaudesert Outdoor Activity Centre**

**Beaudesert Park**

**Cannock Wood**

**Rugeley**

**Staffordshire**

**WS15 4JJ**

**Or email** **hr@beaudesert.org.uk**