Candidate Ref No. ………………………..

**Halton & St Helens VCA**

**Application Form**

**General notes and guidance**

Please complete in black ink or type. We cannot consider any applications where this form has not been fully completed. ***Curriculum Vitaes will not be considered.***

When completing your application form please ensure that you address each point of the Person Specification requirements. Please detail them as they are in our document, point by point.

It may be useful to photocopy your application prior to sending it to us. You may need to refer back to it.

This sheet will be removed form the rest of your application form when we shortlist to ensure all candidates are treated equally.

**Data Protection Act 1998**

Information on this form will be processed in accordance with the Data Protection Act 1998. Strict confidentiality will be observed and disclosures will only be made for personnel administration purposes. If your application is unsuccessful the data will be held for 6 months and then destroyed.

**Post applied for:** Click here to enter text. **Closing date:** Click here to enter text.

**Where did you see this vacancy?** Click here to enter text.

**1. Personal Details**

|  |  |  |
| --- | --- | --- |
| **Full Name** |  | Click here to enter text. |
| **Address** |  | Click here to enter text. |
| **Postcode** |  | Click here to enter text. |
| **Telephone Number** | Day | Click here to enter text. |
|  | Evening | Click here to enter text. |
| **Email** | Click here to enter text. | |

****

**2. Current Employment**

|  |  |
| --- | --- |
| **Employers name &**  **Address** | **Job title and brief description of duties** |
| Click here to enter text. | Click here to enter text. |

**3. Previous Employment**

(Please provide details of your previous employment. Please start with your most recent)

|  |  |  |
| --- | --- | --- |
| **Employers name &**  **address** | **Dates of**  **employment** | **Job title and brief description of duties** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**4. Qualifications**

(Please list qualifications relevant to this post and schools/colleges attended)

|  |  |  |
| --- | --- | --- |
| **Schools/Colleges**  **attended** | **Dates** | **Qualifications Gained** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**5. Training**

(Please list any training courses attended relevant to this post e.g. work based training or in house training etc.)

|  |  |  |
| --- | --- | --- |
| **Establishment** | **Dates** | **Course/Training Attended** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**6. Experience relevant to this post**

Please state how your skills and experience are relevant to this post.

Please look carefully at the **PERSON SPECIFICATION** and use this space to tell us how you think you meet the requirements in it.

Click here to enter text.

**7. Referees**

|  |  |
| --- | --- |
| **Name:**  Click here to enter text.  **Position:**  Click here to enter text.  **Organisation:**  Click here to enter text.  **Address:**  Click here to enter text.  **Postcode:**  Click here to enter text.  **Telephone no.:**  Click here to enter text.  **Contact prior to interview:**  Yes  No | **Name:**  Click here to enter text.  **Position:**  Click here to enter text.  **Organisation:**  Click here to enter text.  **Address:**  Click here to enter text.  **Postcode:**  Click here to enter text.  **Telephone no.:**  Click here to enter text.  **Contact prior to interview:**  Yes  No |

**8. Rehabilitation of Offenders Act**

Due to the nature of this post and the potentially vulnerable client group applicants should note the post is covered by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and if employed will require you to have an enhanced CRB check.

Please indicate if you have had any previous criminal convictions, including those considered spent.

Yes  No

**9. Other Information**

|  |
| --- |
| Do you have a valid driving licence? Yes  No   If yes type of licence  Click here to enter text. |

|  |
| --- |
| How many days have you been absent from work/education in the last 2 years (apart from holidays) and why?  Click here to enter text. |

**10. Legal Requirements**

|  |
| --- |
| In order to comply with Immigration Act 1996 we are required to ask for proof of your right to work in the UK. This will be requested once an offer of employment has been made. However if you require a work permit in order to work in the UK please indicate here:  Yes  No |

**11. Declaration**

**I declare that the information contained in this Application Form is correct to the best of my knowledge. I understand that if it is subsequently discovered that any statements are false or misleading I may be liable to have my application disqualified or subsequently may be at risk of being dismissed from employment by the company.**

**I agree with the above declaration**

**Please return this form, marked “private & confidential – job application” by midday Friday 8th September by email to:**

[deast@healthwatchsthelens.co.uk](mailto:deast@healthwatchsthelens.co.uk)

**CONFIDENTIAL**

**Halton & St Helens VCA**

**EQUAL OPPORTUNITIES MONITORING FORM**

Halton & St Helens VCA is striving to be an equal opportunities organisation. We are committed to developing an equal opportunities code of practice, which allows us to check our recruitment practice, and ensure we promote fairness in the overall employment process. Halton & St Helens VCA is an equal opportunities employer and complies with the Equality Act 2010.

This form helps us to do that. We would like you to complete and return this form with your application, or you can send it back separately. This is entirely voluntary on your part and will not affect your application.

Please be assured that the information you provide in this form will be handled anonymously and confidentially, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals.

Please tick the appropriate boxes.

**I would describe my ethnic origin as:**

|  |  |  |  |
| --- | --- | --- | --- |
| Black - British |  | Chinese |  |
| Black - African |  | Other European |  |
| Black - Caribbean |  | White - British |  |
| Black – Other |  | White - Irish |  |
| Asian British |  | White - European |  |
| Indian |  | White – Non-European |  |
| Bangladeshi |  | Other |  |
| Pakistani |  | Prefer not to answer |  |

**I am:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer not to say |  |

|  |
| --- |
| Do you consider yourself to have a disability or long term health condition?  Yes  No  What is the effect or impact of your disability or health condition?  Click here to enter text.  Prefer not to say |

**What is your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual / Straight |  | Gay |  |
| Bisexual |  |  |  |
| Other |  | Prefer not to answer |  |

**Please select one of the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| Under 16 |  | 36-50 |  |
| 16-25 |  | 51-60 |  |
| 26-35 |  | 61+ |  |

**Please tick which best you:**

|  |  |  |  |
| --- | --- | --- | --- |
| Christian |  | Roman Catholic |  |
| Hindu |  | Buddhist |  |
| Muslim |  | Jewish |  |
| Other religion or belief |  | Sikh |  |
| Non religion |  | Prefer not to answer |  |

|  |
| --- |
| **Where did you see the job advertised?**  Click here to enter text. |

All equal opportunities monitoring forms ask people to put themselves in categories. We recognise that not everyone will agree on which categories should be used in a form like this. It is also important that people are not compelled to disclose information which they would prefer to keep private. In creating this monitoring form, we have tried to take all of these issues into account as far as possible.

What is your sexual orientation?

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual / Straight |  | Gay |  |
| Bisexual |  |  |  |
| Other |  | Prefer not to answer |  |

Please select one of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Under 16 |  | 36-50 |  |
| 16-25 |  | 51-60 |  |
| 26-35 |  | 61+ |  |

Please tick which best describes you:

|  |  |  |  |
| --- | --- | --- | --- |
| Christian |  | Roman Catholic |  |
| Hindu |  | Buddhist |  |
| Muslim |  | Jewish |  |
| Other religion or belief |  | Sikh |  |
| Non religion |  | Prefer not to answer |  |

|  |
| --- |
| **Where did you see the job advertised?**  Click here to enter text. |

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