# (STRICTLY CONFIDENTIAL)

This application form is an important part of our selection procedure. It has been designed to enable you to give us as meaningful written representation of yourself and your career interests. Please complete the form as accurately as possible in black ink, but if sections do not apply leave them blank.

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| **POSITION APPLIED FOR:** | | |
|  | | |
| Please note that this page is not seen by the Shortlisting Panel and the Monitoring Form is not seen by the Shortlisting or Interview Panel | | |
| **PERSONAL DETAILS:** | | |
| Name: |  | |
| Address: |  | |
|  |  | |
| Town / City: |  | |
| County: |  | Postcode: |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone number (inc. code) | | Work: |  |
| Home: |  | Mobile |  |
| Email: |  | | |

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| --- | --- | --- |
| Do you hold a current FULL driving licence? | YES | NO |
| Do you have a vehicle that you can use for business ( mileage cost are paid) | YES NO | |

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| Where did you learn about this vacancy? |
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| EDUCATION TRAINING AND QUALIFICATIONS |
| Please give details of your education history, including qualifications achieved |
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| Please give details of training and professional development undertaken, including courses attended and qualifications achieved (please include dates of most recent training) |
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| Please give details of membership of professional institutes |
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*\*\* Please continue on another sheet if necessary*

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| --- | --- | --- | --- | --- | --- |
| PRESENT OR LAST POST | | | | | |
| Name and address of employer,  including Postcode: |  | | | | |
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|  | | | | |
|  | | | | |
| Position held: |  | | | | |
| Date appointed: |  | | | Date finished: |  |
| Brief description of duties: | | | | | |
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|  | | | | | |
| Notice required: |  | | | | |
| Reason for leaving: |  | | | | |
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| **EMPLOYMENT AND CAREER HISTORY**  Please give details of all jobs held including part-time and voluntary work, starting with the most recent – you only need to provide dates for your last three jobs | | | | | |
| Employer / nature of business: | From | To | Position held, responsibilities and reason for leaving | | |
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| *Please continue on another sheet if necessary* | | | | | |

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| SUPPORTING STATEMENT |
| Please use this space to write a statement supporting your application. Give details of your interest in the post and show how your experience, skills and training - gained both in and outside paid work, and through study - relate to the detailed requirements of the Job Description and Person Specification.  **If you do not show how you meet the requirements listed in the Person Specification, the Shortlisting Panel will not be able to establish whether you meet those requirements.** |
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| SUPPORTING STATEMENT (continued) |
|  |
| Please continue on a separate sheet if necessary |

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| --- | --- | --- | --- |
| **REFEREES** - Do you wish to be approached before referees are contacted? Yes / No | | | |
| Please give two referees (one of which must be your present or last employer) | | | |
| Name: |  | Name: |  |
| Position Held: |  | Position Held: |  |
| Address: |  | Address: |  |
| E-mail: |  | E-mail: |  |
| Telephone No: |  | Telephone No: |  |
| Relationship: |  | Relationship: |  |

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| **DECLARATION** |
| To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information, could disqualify my application or, if I am appointed, could lead to my instant dismissal. |
| SIGNATURE OF APPLICANT: DATE: |

Please return to [admin@fsnb.org.uk](mailto:admin@fsnb.org.uk)

or

Marked “PRIVATE & CONFIDENTIAL” to:

**Fresh Start new beginnings**

**333 Felixstowe Road**

**Ipswich**

**IP3 9BU**

**This Monitoring Form is not seen by the Shortlisting or Interview Panel**

## Equal Opportunities Monitoring (STRICTLY CONFIDENTIAL)

Our Organisation is committed to becoming an equal opportunities employer. All applicants for jobs are considered only on their ability to contribute to the aims of the charity, not on their national or ethnic origin, gender, marital status, sexual orientation, age, religion or disability.

To help ensure that our Organisation’s equal opportunities policy is effective, please answer the questions below. The information you provide will be used to monitor the overall profile of all the people who apply and will be treated in strictest confidence.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic Origin** | | | |
| White - British |  | Irish |  |
| Other**\*** |  |  | |
| Mixed - White & Black Caribbean |  | White & Black African |  |
| White & Asian |  | Other**\*** |  |
| Black or Black British - African |  | Caribbean |  |
| Other**\*** |  |  | |
| Asian or Asian British - Indian |  | Pakistani |  |
| Bangladeshi |  | Other**\*** |  |
| Chinese |  | Other Ethnic Group**\*** |  |
| **\*** if Other please state |  | | |

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| --- | --- |
| **Gender** |  |

|  |  |
| --- | --- |
| **Date of Birth** |  |

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| **Disability** - Do you consider yourself to have a disability? | | |
| If yes please give details: | YES | NO |
|  | | |
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| **Accessibility** | | |
| Are there any adjustments that may be required to be made should you be invited for interview? (If YES, please state below) | YES | NO |
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