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| Application for Employment  with Inspire Community Trust | Post applied for:  Job Reference Number:  Applicant Number: |  |

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| Section 1 – Contact Details | | | | |
| Title: | First Name(s): | | Last Name: | |
| Address: | | Home Telephone  Number: | |  |
| Daytime Telephone  Number: | |  |
| Mobile Telephone  Number: | |  |
| Home E-mail: | |  |
| Work E-mail: | |  |
| If currently employed may we contact you at work? □ Yes □ No | | |

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| Section 2 – Employment Record | | | | | | | |
| Present or Most Recent Employer | | | Dates Employed From: | | | To: | |
| Employer's Name and Address: | | | Annual Salary: | | | | |
| Other Benefits: | | | | |
| Reason for Leaving: | | | | |
| Notice Period: | | | | |
| Position held & brief description of duties: | | | | | | | |
| Previous Employers (please list all previous employers from leaving school, most recent employer first) | | | | | | | |
| Employer’s name and address | Position(s) held | | | Dates | | | Reason for leaving |
| From | To | |
|  |  | | |  |  | |  |
| Section 3 – Education and Training | | | | | | | |
| Education | | | | | | | |
| Qualification(s) gained including grade | | Date awarded | | School / Colleges, Universities or Institutes of Further Education | | | |
|  | |  | |  | | | |
| Details of any Membership(s) of Professional Associations/Bodies | | | | | | | |
| Membership Details | | | | Date awarded | | | |
|  | | | |  | | | |
| Education Qualification(s) currently being undertaken | | | | | | | |
| Qualification(s) being undertaken | | Expected date of completion | | College/University or Institute | | | |
|  | |  | |  | | | |
| Training (relevant work related courses) | | | | | | | |
| Course title and subjects covered | | Date and duration | | Training organisation | | | |
|  | |  | |  | | | |
| Driving Licence | | | | | | | |
| Do you hold a current, clean, valid driving licence? □ Yes □ No Please give details if you have answered ‘No’ to the above question: Do you own or have use of a car? □ Yes □ No | | | | | | | |
| Section 4 – Relevant Experience and Skills | | | | | | | |
| Please indicate how you satisfy the criteria set out in the Person Specification drawing on evidence from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary. | | | | | | | |
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| Section 5 – References | | | |
| Before completing this section please read the guidance notes attached carefully**.** | | | |
| Current/Most Recent Employer | | Previous Employer | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Address: | | Address: | |
| Tel: | Fax: | Tel: | Fax: |
| E-mail: | | E-mail: | |
| May this referee be contacted if you are shortlisted? □ Yes □ No | | May this referee be contacted if you are shortlisted? □ Yes □ No | |

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| Section 6 – Declaration of Criminal Offences | |
| Before completing this section please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment with Inspire Community Trust. | |
| Inspire Community Trust staff are involved in providing services for children as well as adults with physical or sensory disability. Therefore, all posts are exempt under the Rehabilitation of Offenders Act 1974 by nature of the exemption order. Therefore you must answer the following questions;   * Have you ever been convicted by the courts * Have you ever been cautioned, reprimanded or given a final warning by the police * Have you any cases pending against them * Have you ever been the subject of an investigation or enquiry into abuse or any other inappropriate behaviour * Are there are any reasons why you would consider yourself unsuitable to work with children or vulnerable adults   If yes please provide details of all convictions and cautions, reprimands and final warnings by the police, even ones that would be classed as spent under the Act, giving dates, offences and penalties.  These posts are also subject to the Criminal Records Bureau Disclosure | □ Yes □ No  □ Yes □ No  □ Yes □ No  □ Yes □ No  □ Yes □ No |

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| Section 7 – Dismissal or Disciplinary Action | |
| Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with Inspire Community Trust. | |
| Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet. | □ Yes  □ No |

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| Section 8 – Sickness Record |
| Number of days absent from work due to sickness in the last three years:  Number of occasions absent from work due to sickness in the last three years:  \*Please note that information given in this section will not be used for shortlisting purposes. However, you may be asked further questions at interview. Your referees will be asked to confirm the information you provide in this section. |

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| Section 9 – Asylum and Immigration Act 1996 |
| Do you have the legal right to live and work in the UK? □ Yes □ No  Please give your National Insurance Number: |

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| Section 10 – Declaring an Interest |
| Please give details if you are related to or have a personal relationship with an Officer of Inspire Community Trust; if you have any financial interest in contracts with Inspire Community Trust or pending tenders: |
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| Section 11 – Additional Information / Special Arrangements |
| Dates and times when not available for interview: |
| Any other relevant additional information: |

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| Section 12 – Data Protection Declaration | |
| Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Inspire Community Trust’s policies and procedures and human resource management purposes.  If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend Inspire Community Trust against a legal challenge to the fairness of the selection process from any interested party.  Inspire Community Trust is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I understand the information above and hereby   1. Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false or incomplete statements on this form will justify withdrawal of an offer of appointment or my dismissal from Inspire Community Trust service. 2. Agree that the information I give Inspire Community Trust in connection with this application for employment may be stored and processed for the purposes stated above. 3. Consent to Inspire Community Trust undertaking any checks it may deem necessary in connection with my application. 4. Agree to Inspire Community Trust asking my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information. 5. Understand that canvassing Board Members directly or indirectly in connection with any appointment shall disqualify me. | |
| Signed: | Date: |

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Recruitment Monitoring Form

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| Job Ref Number:  Applicant Number: |  |

Inspire Community Trust is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

**This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.**

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| Section 13 – Personal Details | | |
| **A. Sex** | □ Male | □ Female |
| **B. Age** | Date of Birth: | Age: |
| C. Ethnic Group | **a. White** | **b. Mixed** |
| □ British | □ White and Black Caribbean |
| □ Irish | □ White and Black African |
| □ Any other White background  Please give details: | □ White and Asian |
| □ Any other Mixed background  Please give details: |
| **c. Asian or Asian British** | **d. Black or Black British** |
| □ Indian | □ Caribbean |
| □ Pakistani | □ African |
| □ Bangladeshi | □ Any other Black background  Please give details: |
| □ Any other Asian background  Please give details: |
|
| **e. Chinese or other ethnic group** |
| □ Chinese |
| □ Any other, please give details: |
| **D. Nationality:** |  | |
| **E. Religion** | □ Christian | □ Muslim |
| □ Hindu | □ Sikh |
| □ Jewish | □ Buddist |
| □ Jehovah Witness | □ None |
| □ Any Other Religion |

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| Section 14 – Disability | |
| Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?  Applicants with disabilities, who meet the minimum criteria for the job, are guaranteed an interview. | □Yes  □ No |

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| Section 15 – Advertising Monitoring |
| How did you find out about this vacancy?  Please list which publication or internet site: |

I understand that the Data Protection Declaration in Section 12 applies to this monitoring form as well as the main application form.

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| Signed: | Date: |

Thank you for completing this application form please see advertisement for return address and contact details.

### General Information

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format contact our Chief Executive’s Office.

Inspire Community Trust follows a policy of Valuing Diversity. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the information pack paying particular attention to the job description and person specification.

You can provide a CV in lieu of the application form as long as it includes all the details asked for on the application form. You must still complete and return the recruitment monitoring form.

### Section 1 Contact Details

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work.

### Section 2 Employment Record

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment.

Please continue with this section on a separate sheet if necessary.

### Section 3 Education & Training

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant to the post.

### Section 4 Experience & Skills

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc.

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

### Section 5 References

All offers of appointment depend on receiving references satisfactory to the Inspire Community Trust. You must give two referees that have had managerial/ supervisory responsibility for you, one of whom must be your manager with your current/most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

Further advice on who is suitable as a referee is available from our Chief Executive’s Office. Inspire Community Trust reserves the right to ask for substitute referees, if the one you have provided is not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. The information pack will explain whether the post you are applying for falls in this category**.**

We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

* the third party has consented for it to be released

or

* your right to know this information and its source outweighs the right to privacy of the third party.

### 6 Section Declaration of Criminal Offences

You must give details of any warnings, offences, convictions, cautions or bindovers you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 18 or over 65 are exempt under the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. In this case you must reveal details of all convictions spent or otherwise. **These posts are also subject to the Disclosure and Barring Service - if this applies it will be specified in the information pack.**

You may obtain further information on how much time needs to elapse before a conviction is spent, the Rehabilitation of Offenders Act 1974 and the Exception Order from the HR Service.

### Section 7 Dismissal or Disciplinary Action

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.



### Section 8 Sickness Record

If you are unsure of your sickness absence please contact your employer who should be able to advise you of your record.

### Section 9 Asylum and Immigration Act 1996 - Eligibility to Work

Please complete this section fully, relevant documentation will be checked for the successful candidate.

### Section 10 Declaring an Interest

Failure to disclose an interest will disqualify you from being appointed to a post with Inspire Community Trust.

### Section 11 Additional Information / Special Arrangements

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

### Section 12 Declaration

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with Inspire Community Trust.

### Section 13 Personal Details

In order to make sure that Inspire Community Trust’s policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by Chief Executive’s Office. It will not be used for selection purposes.

### Section 14 Disability

Inspire Community Trust is committed to ensuring that employees who have a disability are given every possible assistance in the workplace,

If you answer YES to the question asking if you have a disability or medical condition and require any special arrangements at interview, please add these to Section 11. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

### Section 15 Advertising monitoring

This information is required to ensure that Inspire Community Trust can monitor the effectiveness of its recruitment advertising.

### Checklist

* Read through your completed application form carefully making sure you have fully answered all the questions.
* If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
* Keep a copy of your application form for reference.
* Make sure you return the application form in plenty of time before the closing date.

### What Happens Next

Your completed application form will be used to decide whether or not you are selected for interview.

If you are short-listed, you should hear within 3 weeks of the closing date.

If you do not hear from us within 3 weeks you must assume that you have not been successful.

Regrettably, due to high volume of applications currently being received, we are unable to contact you again unless you are short-listed.

If you need any further information, please call the person dealing with the recruitment of this post and they will be able to help you. Please give them your name, the job title and reference number of the job.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

We are always seeking to improve and develop the services we provide to the public, we would like to hear from you with any comments, compliments or complaints concern-ing the recruitment process. For more information please contact the Chief Executive’s Office at Inspire Community Trust

### Chief Executive Office Contact Details

Vinod Kumar Khanna

CHIEF EXECUTIVE

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