**APPLICATION FOR EMPLOYMENT**

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| PRIVATE AND CONFIDENTIAL | | | |  | |
| Job Reference | | PC0517 | | Applicant Reference Number | (For Office Use Only) |
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| Position applied for: | Practical Training Coordinator | | | | |
| How did you hear of this vacancy? (include date): | | |  | | |
| Describe any relationship you have with the College: | | | | | |
| 1. **Personal Details** | | | | | |
| Title: Dr/Mr/Ms/Mrs/Miss | | | | | |
| First Name: Surname: | | | | | |
| Home Address: | | | | | |
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| Postcode: | | | | | |
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| Home Telephone No: | | | |  | |
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| Mobile: | | | |  | |
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| Work: | | | |  | |
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| Do you wish to be contacted at work: Y/N | | | |  | |
| Email address: | | | |  | |
| Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. | | | | Do you have the right to work in the United  Kingdom? Yes/No | |
| N.I. Number: | | | |  | |
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1. Education & Qualifications

**Further & Higher Education:** Please give details of all further and higher education since leaving school including training courses and details of qualifications.

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| University/College/  Institute Attended | Dates | | Subjects Studied  Type of Training | Qualifications  Obtained |
| From | To |
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C. Employment History

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

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| Name(s) & Address(es) of Employer | Start & End Dates | | Position Held & Main Duties | Starting/Leaving Salary | Reason for Leaving |
| From | To |
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D. Supplementary Information

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| **Details of Experience of working with Church and Christian Charity Networks**  In the section below, please provide details of the organisations you have worked with and summarise the nature of the work. | | |
| **Organisation** | **Dates** | **Summary of the nature of the work** |
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| Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment (Max. 750 words). |
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| Please give dates of any holidays arranged: | |
| Are you currently subject to any contractual "restraints of trade" clauses? | Yes / No |
| If Yes, please give further information: | |
| Do you have any commitments which might limit your working hours? | Yes / No |
| If Yes, please give details: | |
| Are you willing to work overtime and weekends when required? | Yes / No |
| Have you ever been convicted of a criminal offence which are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014? | Yes / No |
| If Yes, please give further information: | |
| How much notice are you required to give to leave your present employment? | |
| Please list your interests, sports, hobbies, etc. | |
| Do you have a current full driving licence? | Yes / No |
| Does your licence have any current endorsements? | Yes / No |
| If Yes, please give further information: | |

E. References

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be from your current employer).

Can we approach your present/most recent employer? Yes / No

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| --- | --- |
| (Tick in box if you do not wish your employer to be contacted before an offer of employment is made) |  |

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| --- | --- |
| Referee 1. | Referee 2. |
|  |  |
| Name:  Position:  Organisation:  Address:  Contact No:  Email address:  Relationship to the referee: | Name:  Position:  Organisation:  Address:  Contact No.  Email address:  Relationship to the referee: |

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| --- | --- | --- | --- |
| DECLARATION OF APPLICANT  I confirm that the above information is correct.  I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.  I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment.  If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable. | | | |
| Signed: |  | Dated: |  |
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**STATEMENT OF COMMUNITY AFFILIATION**

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| For Office Use Only: |

Application Reference No.

The section below asks you to provide information on your community affiliation and gender. We wish to explain why.

We are fair employers. We practice equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, and political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job, or promotion/training opportunity.

We wish to show that we are fair employers. We wish to demonstrate - clearly and openly - our commitment to equality of opportunity in employment. We are also now required by law to submit an annual report to the Equality Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants and so we are asking you to assist us to do so by indicating which community you belong to and your gender.

This sheet will be held separately by the Organisation and the information on it will NOT be available to staff carrying out recruitment for the position(s) in hand.

Please indicate which community you belong to by underlining the appropriate answer below:

**Protestant**

**Roman Catholic**

**Neither Protestant nor Roman Catholic**

Please indicate your gender by underlining as appropriate:

**Male**

**Female**

All information that you supply will be treated in the strictest confidence and protected from misuse.

It will be used for the purpose of monitoring our Equal Opportunity Policy and the completion of our annual return to the Equality Commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes.

When you have completed this statement please put it in the envelope provided and return it with your application form. Please DO NOT put your name anywhere on this form.

Thank you for your co-operation.