

**Job Application Form**

Application for the post of:

All information will be treated as strictly confidential, and no approach will be made to any person without your permission. Please print clearly.

Please complete fully and return to:

**Jan Holroyd**

**Turaround House**

**Wave House Church Admin Hub**

**Seymour Avenue**

**Newquay**

**TR7 1BL**

**Or via email –** **jan@turnaroundhouse.org.uk**

**Personal Details:**

|  |  |
| --- | --- |
| Title: | Name: |
| Address:Postcode: |
| Landline number:  |
| Mobile number:  |
| Email Address: |
| Date of Birth: |
| National Insurance Number: |

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| Ethnic Origin:Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The information is used to assess the effectiveness of our advertising as we work at becoming an equal opportunity employer.Thank you for your assistance. |
| Please circle the words that describe you: |
| **White:** British / Irish / Other | **Mixed:** White & Black Caribbean / White & Black African / White & Asian / Other  | **Asian / Asian British:** Indian / Pakistani / Bangladeshi / Other  |
| **Black / Black British:** Caribbean / African / Other | **Chinese / Other Ethnic Group:** Chinese / Other | Gypsy / Romany / Irish Traveller |
| Do not wish to disclose |

Are you a person with disabilities? Yes / No\* Registered? Yes / No\*

\*delete as appropriate

1. **Education**

Include Secondary School, Certificates & Diplomas, Degrees, Professional Qualifications.

|  |  |  |
| --- | --- | --- |
| Dates: From - To | Colleges / School | Qualifications |
|  |  |  |

Detail below, any training courses which you have attended, and any supplementary qualifications or certificates attained, not mentioned above:

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1. **Outside Hobbies / Interests**

What are your interests outside work? Sports, recreational activities etc.

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1. **Medical History**

Briefly detail any serious illness in the last 5 years and how many days of sickness absence you have taken in the past 2 years.

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1. **Employment History** (starting with the most recent)

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| --- | --- | --- |
| Dates (Month / Year) | Employers Nameand Address | Job Title / Duties / Reason for Leaving (if not current) |
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1. **Previous Relevant Experience**

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1. **Person Specification**

Please explain why you are interested in this position and why you are suitable for it – give clear examples of your experience, knowledge and skills that demonstrate that you fulfil each of the Person Specification criteria.

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1. **Other Details**

Please add any further information that you feel would support yourapplication including any ideas you may have about the position and your approach to the work.

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1. **References**

We require two references. One from a suitably independent person who knows you well and is able to provide a personal character reference and someone who can comment on your skills and abilities e.g. an employer.

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| --- | --- |
| **Employer**Name:Address:Post Code:Contact Numbers:Tel. Daytime:Tel. Evening:E-mail Address: | **Personal Character**Name:Address:Post Code:Contact Numbers:Tel. Daytime:Tel. Evening:E-mail Address: |
| What position does this person hold? | In what capacity does this person know you? |

1. **. Miscellaneous**

These answers will be taken into account only if relevant to the post.

|  |  |
| --- | --- |
| Do you hold a UK driving licence?Have you any current endorsements?Any motoring prosecutions pending?  | Yes / No\* Yes / No\* Yes / No\* \*delete as appropriate |
| Do you own a car?  | Yes / No\* \*delete as appropriate |
| List any criminal convictions other than “spent” convictions. If none, state “none”. |  |
| Do you hold a valid First Aid Certificate?  | Yes / No\* \*delete as appropriate |
| Are you computer literate in the following?  | Yes / No\* \*delete as appropriate |
| Do you have the right to work in the UK? | Yes / No\* \*delete as appropriate |

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| Please state how you heard about this job vacancy: |

1. **. Declaration:**

I confirm that the information I have provided above is true and accurate.

I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_