

# CONFIDENTIAL APPLICATION FORM

John Storer Charnwood  
Wards End  
Loughborough  
Leics  
LE11 3HA

John  
Storer  
Charnwood

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification. Please note that CVs are not accepted.

Please delete answers to questions as appropriate.

<b>Candidate ref. number (for office use only):</b>			
<b>Position applied for</b>			
<b>Job title</b>		<b>Job reference</b>	
<b>Location</b>			

<b>Personal information and address for correspondence</b>	
<b>First name(s)</b>	<b>Last name</b>
<b>Title (Optional)</b>	<b>National Insurance Number</b>
<b>Preferred Name (Optional)</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact telephone number</b> Daytime: Evening: Mobile	<b>Email</b>
<b>May we contact you at work?</b>	<b>Yes / No</b>
<b>Please only answer the questions below if they are a requirement on the Person Specification for this post</b>	
<b>Do you have a current driving licence? Yes/No</b> Is it a Full/Provisional/LGV/PCV/HGV Licence?	<b>Do you have use of a vehicle?</b> <b>Yes/No</b>
<b>We will normally contact you by email, however, if you would prefer to be contacted using another method please let us know here:</b>	
<b>If selected for interview, do you require any special arrangements to be made on account of a disability? If so, please state below so we can fulfil our obligations under the Equality Act 2010.</b>	

<b>Criminal convictions</b>	
John Storer Charnwood is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. A criminal record will not necessarily rule out employment, but will be considered on an individual basis. For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying this will be noted in the Job Specification.	
Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>Yes/No</b>
<b>If YES, please provide details of the offence and the date of conviction.</b>	
<b>Have you ever been convicted of a criminal offence that is currently 'unspent'? Yes/No</b>	
<b>Please give details of 'unspent' convictions</b>	
<b>Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes/No</b> <b>If Yes please provide details below</b>	

<b>References</b>	
Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these <b>should</b> be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.	
<b>Referee 1</b>	<b>Referee 2</b>
<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Postcode</b>	<b>Postcode</b>
<b>Telephone</b>	<b>Telephone</b>
<b>Email</b>	<b>Email</b>
<b>Relationship to applicant</b>	<b>Relationship to applicant</b>

<b>Present Employment</b> (If you are currently not employed please leave blank)					
<b>Job Title</b>		<b>Telephone number</b>			
<b>Employers Name</b>		<b>May we contact you on this number</b> Yes/No			
<b>Address</b>		<b>Current Salary:</b>			
		<b>Other Pay:</b>			
		<b>Date started:</b>			
		<b>Notice Period:</b>			
<b>Postcode</b>					
<b>Reason for leaving</b>					
<b>Email</b>					
<b>Outline of key duties and responsibilities:</b>					
<b>Previous Employment/Experience (this should include paid and unpaid employment, work experience, placements etc)</b>					
<b>Organisation</b>	<b>Role/Job Title</b>	<b>Salary (if applicable)</b>	<b>Period From MM/YY</b>	<b>To MM/YY</b>	<b>Reason for leaving</b>
<b>Please specify all time not accounted for above with dates &amp; reasons</b>					
<b>If you are successful in your application, would you have other employment either paid or voluntary? Please give details</b>					

**Summary of Experience, Skills, Knowledge & Competencies**

Please tell us about your relevant experience, skills, knowledge & competencies which you feel support your application, always referring to the Person Specification. Please use additional paper if necessary.

**Please indicate why you are interested in this position and how you may be suited to the role  
(Continue on a separate piece of paper if required)**

**Education, Technical and Professional Qualifications**

Please complete the following boxes for all education (full and part-time) starting with the most recent. Please use a separate sheet of paper if necessary.

Qualifications gained or pending. Please state subject. (Please be prepared to provide evidence at interview)	Grade	Date Achieved MM/YY	School/College/University

**Personal Development - Membership of Relevant Organisations**

Professional Body/Association	Qualification/Membership Level	Dates of Qualification/Membership MM/YY

**Relevant Courses/Awards (eg short courses attended/certificates/awards)**

Organising Body	Brief Details of Course/Award	Duration	
		From	To

**Volunteering Experience or Responsibilities**

Please detail any volunteering experience or responsibilities relevant to the role.

**Data Protection Statement**

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the General Data Protection Regulation (GDPR) and will be processed in connection with recruitment only. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing this application form you agree to the processing of sensitive personal data (as described above) in accordance with current legislation.

**Interview Arrangements**

Please indicate below any dates when you would not be available to attend for interview:

I declare that the information I have given on this form is true and complete. I understand that if I have given any misleading information on this form or made any omissions that this will be sufficient grounds for withdrawal of any offer of employment or for terminating my employment.

I understand that satisfactory references, DBS disclosure (if applicable) and evidence of the Right to Work in the UK are required before any final offer of employment can be made.

**Signature:**

**Date:**

**If you are applying on line you will be required to bring a signed application with you to the interview.**

**Please email completed application forms to:**

**or post to John Storer Charnwood, Wards End, Loughborough LE11 3HA**

## EQUAL OPPORTUNITIES MONITORING

This section will be detached from your application and will be used solely for monitoring purposes

John Storer Charnwood recognises and actively promotes the benefits of a diverse workforce, and is committed to treating all employees with dignity and respect, regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

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### Marital Status

Married / Civil Partnership     Divorced     Widowed     Single

### White

British     Irish     Any other white background (Please state)

### Mixed

White & Black Caribbean     White & Black African     White & Asian  
 Any other mixed background (Please state)

### Black or Black British

Caribbean     African     Any other black background (Please state)

### Asian or Asian British

Indian     Pakistani     Bangladeshi  
 Any other Asian background (Please state)

### Chinese or Other Ethnic Group

Chinese     Other Ethnic Group (Please state)

**Gender** (please specify)

**Date of Birth**

Do you consider yourself to have a disability?  Yes     No    If Yes, please state nature of disability

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day to day activities"

**How did you become aware of this vacancy?**

Media:

Date:

If you wish, you may disclose information about yourself in this section

**Religion:**