



Bassetlaw

ACTION

Centre



MAKING A DIFFERENCE THROUGHOUT BASSETLAW

BASSETLAW ACTION CENTRE - CANAL STREET - RETFORD - NOTTINGHAMSHIRE - DN22 6EZ

Telephone: 01777 709650 **Fax:** 01777 819040 **Email:** enquiries@actioncentre.org.uk

Website: www.bassetlawactioncentre.org.uk **Facebook:** Bassetlaw Action Centre **Twitter:** @ActionCentre

APPLICATION PACK - NOTES TO APPLICANTS

Thank you for your interest in Bassetlaw Action Centre. We are a community resource agency offering help and support to individuals and organisations throughout Bassetlaw; promoting the independence of older and vulnerable people and supporting individuals with long-term conditions.

Please complete all sections of the application form in full and enclose a covering letter in your own handwriting stating what attracted you to the post.

Completed applications should be sent by post or email using the details above and marked as confidential.

Please note that CVs or incomplete applications will not be accepted.

All positions require the provision of two satisfactory references and the completion of an enhanced Disclosure and Barring Service (DBS) check.

Bassetlaw Action Centre wholeheartedly supports the principles of equal opportunities in employment and training and opposes all forms of unlawful or unfair discrimination on the grounds of Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief (including lack of belief), Gender and Sexual Orientation.

Information on this form may be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes.

Please note that this application pack contains six pages, including this page.



APPLICATION FOR THE POST OF**PERSONAL DETAILS – Complete in block capitals**

Title by which you wish to be referred	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other:
Surname	
First Name(s)	
Full Address	
Daytime Telephone Number	Home <input type="checkbox"/> Work <input type="checkbox"/>
Mobile Telephone Number	
Email Address	
National Insurance Number	

EDUCATION/TRAINING/QUALIFICATIONS

From	To	School/College/University/Other	Full/Part-Time/Correspondence etc.	Qualifications	Grade	Date

RELEVANT NON QUALIFICATION COURSES ATTENDED

Organising Body	Course Details	From	To

PRESENT EMPLOYER OR MOST RECENT EMPLOYER
 (if currently unemployed state "UNEMPLOYED")

Name and Address:

Postcode:

Job Title		Grade/Salary	
Date of Appointment		Responsible to	
Date of Leaving (if applicable)		Notice Required (if applicable)	
Reason for seeking other employment			

Brief description of duties:

(continue on separate sheet if necessary)

PREVIOUS EMPLOYMENT

(Starting with most recent – continue on separate sheet if necessary)

Employer	Job Title	Grade/Salary	From	To	Reason for leaving

OTHER TYPES OF WORK/VOLUNTARY EXPERIENCE



ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

(Continue on a separate sheet if necessary)

OUTSIDE HOBBIES/INTERESTS

Please give brief details:

AVAILABILITY FOR WORK – HOME SUPPORT WORKER POST ONLY

Please give brief details of the hours per week required and your availability to work:

Available to work: Monday Tuesday Wednesday Thursday Friday Weekends

SPECIAL REQUIREMENTS FOR INTERVIEW

Do you require any adjustments to enable you to attend an interview or take up any position offered?

Yes No

If Yes, please provide details:

REFEREES

Please give full, clear details below of two referees, one of which should be your present or most recent employer. If shortlisted references will automatically be taken up unless otherwise indicated.

Name:	Name:
Position held by referee:	Position held by referee:
Name and Address of organisation:	Name and Address of organisation:
Telephone Number:	Telephone No:
Email Address: (Please print clearly)	Email Address: (Please print clearly)

May references be taken up without further approval: Yes No

MISCELLANEOUS

Do you hold a current full driving licence? Yes No

Do you have regular use of a vehicle? Yes No

Where did you see the advertisement for this vacancy?

DECLARATION

I understand that employment cannot be offered until two references have been obtained, one of which should be from my previous employer. I understand that all employees are subject to a satisfactory enhanced DBS check and that if I leave within 6 months of the check I may be liable to refund the cost. In order to complete the DBS check I will declare upon request any convictions, cautions, reprimands and final warnings. I understand I will need to supply three pieces of identification, along with five years address history and any changes of name since birth.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Bassetlaw Action Centre.

I certify that to the best of my knowledge the information given on this form is correct and acknowledge that any false statement could result in employment being withdrawn.

Signature: _____ Date: _____

PLEASE NOTE: To ensure a prompt consideration, please ensure this form is returned to:
Bassetlaw Action Centre, Canal Street, Retford, Nottinghamshire, DN22 6EZ.

EQUALITY AND DIVERSITY MONITORING FORM

Bassetlaw Action Centre wholeheartedly supports the principles of equal opportunities in employment and training and opposes all forms of unlawful or unfair discrimination on the grounds of Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief (including lack of belief), Gender and Sexual Orientation.

We believe it is in Bassetlaw Action Centre's best interest, and those of all who work in it to ensure that the human resources, talents and skills available throughout the community are considered when employment and training opportunities arise. To this end, within the framework of the law, we are committed, wherever possible and practicable, to achieving and maintaining a workforce, which broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly, and that decisions on recruitment, selection and training, promotion and career management are based solely on objective and job related criteria.

This part of the application form will NOT be used to shortlist candidates for interview.

MONITORING INFORMATION

FULL NAME:

DATE OF BIRTH:

MARITAL STATUS:

SEX: Male Female Other Prefer not to say IS YOUR GENDER THE SAME AS AT BIRTH? Yes No Prefer not to say SEXUALITY: Bisexual Gay man Heterosexual Lesbian woman Not Disclosed

RELIGION (please state):

ETHNICITY: White Asian/British Mixed/Multiple ethnic group Black/African/Caribbean/Black British I'd prefer not to identify Other ethnic group DO YOU HAVE A LONG TERM CONDITION? Yes No Don't know Prefer not to say DO YOU CONSIDER YOURSELF DISABLED? YES NO ARE YOU A CARER? YES NO ARE YOU A VETERAN? YES NO ARE YOU AN ASYLUM SEEKER? YES NO DO YOU HAVE ACCESS TO INTERNET: Yes No HOW DO YOU ACCESS THE INTERNET: Laptop Computer Tablet Smartphone