



Charity No: 1098916; Company No: 4459816



<b>Title of post</b>	
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<b>Personal Details</b>			
Surname		Forename(s)	
Previous or other name		Preferred Name	
House Number Address			
Postcode		NI Number (9 Digits)	
Day time telephone No		Evening telephone No	
Email			

<b>Education</b>			
Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for. <i>Please continue on a separate sheet if necessary</i>			
Examinations/Qualifications taken or to be taken	Subject	Results and Grades	Awarding Body Date Obtained (MMM-yyyy)


**Training / Job related training undertaken in the last 5 years**

Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.  
 Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc). *Please continue on a separate sheet if necessary*

Length of Course	Course Title	Certificates / Qualifications gained	Date (MMM-yyyy)	Grade

**Membership**

Please indicate membership of any organisation(s) relevant to the job.

Name of Organisation	Type of Membership	Is Membership Current?

**Skills, Abilities, Experience and Achievements**

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification.

(State who provided training and duration of training.) Examples could include: short courses, skills training, external awards/activities, etc. *Please continue on a separate sheet if necessary*

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<b>Present or more recent employment, voluntary work or role</b>			
Job Title:		Line Manager's Name & Job Title:	
Employer's Building No & Address:			
Employer's Postcode:		Employer's Telephone No:	
Hours worked:		Dates Employed:	From                      To
Notice Period:		Current Salary plus Benefits:	
Key Duties:			

<b>What is your reason for leaving:</b>

<b>Previous Employment History</b>		
Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work and working overseas). <i>Please continue on a separate sheet if necessary</i>		
Name of Employer	Job Title and Main Duties	Reason for Leaving and Length of Employment
		Date: From                      To

		Date: From To
		Date: From To
		Date: From To
		Date: From To
		Date: From To
		Date: From To
		Date: From To
		Date: From To

**Personal Statement**

Personal statement in support of your application for the post. The information you provide in this section will be used in assessing your application for this post.

A decision about whether or not to interview you will largely be based on this statement.

Outline your reasons for applying for this post and also give your views on this area of work and client group

**References**

Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc.,

Give details of two people to whom you are not related and to whom a request for a reference can be made;

**Please note that your present or last employer should be given as your first reference**

In the case of school/college/university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Name and position held		Organisation	
Address		Telephone No.	
Postcode		E-mail	
May we contact referee prior to interview. (If No, we will contact you for permission before requesting references)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	
Name		Position/Occupation	
Address		Telephone No.	
Postcode		E-mail	
May we contact referee prior to interview. (If No, we will contact you for permission before requesting references)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Relationship to yourself	

**Disability**

DLS has a positive approach to the employment of people with a disability and is committed to interviewing all disabled applicants who meet the minimum (essential) criteria.

Do you consider yourself to have a disability as defined by the Equality Act 2010? The Act states that a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse affect on the person's ability to carry out normal day-to-day activities. Yes  No

If you do consider yourself disabled, please give details and tell us what adaptations or adjustments (if any) you think you would require to carry out the duties of the job as detailed in the job description.

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If you are invited to interview in respect of this application are there any special requirements you would need us to provide?

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**Entitlement to work in the UK**

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document, for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.

Candidates selected for interview will normally be notified within 2 weeks of the closing date. Unfortunately applicants who do not hear from us must conclude that their application has been unsuccessful on this occasion.

<b>Disclosure of Criminal Records</b>		
<b>Safer Recruitment &amp; Employment Policy Statement</b>		
<b>“DLS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.”</b>		
Therefore certain posts due to the nature of the work being undertaken are subject to a Disclosure and Barring Service Check (DBS). All candidates who are successful at interview for one of these posts may be required to undertake a DBS check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the Disclosure and Barring Service.		
Because the position for which you have applied may be covered by the Rehabilitation of Offenders Act 1974 and the Care Standards Act 2000, you are required to disclose <b>all</b> convictions and cautions <b>no matter how long ago they occurred</b> and regardless of whether the offence was committed as a juvenile or adult.		
DO YOU HAVE, OR HAVE YOU EVER HAD, ANY CONVICTIONS, CAUTIONS, ADMONISHMENTS, REPRIMANDS OR FINAL WARNINGS?		Yes <input type="checkbox"/> No <input type="checkbox"/>
ARE YOU CURRENTLY THE SUBJECT OF CRIMINAL PROCEEDINGS OR POLICE INVESTIGATION?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If either answer is YES, please give details here. ALL convictions/cautions must be declared (regardless of whether deemed as spent)</b>		
Date	Nature of Summons, Charge, Caution, Allegation	Sentence or Order

<b>Applicant Declaration</b>			
I declare that the information I have provided and the statements I have made, including those relating to the disclosure of any criminal record and medical information, are both true and complete and that I am both mentally and physically fit to undertake the post as detailed within the job description. This information will form the basis of my employment and become a part of my Contract of Employment. Should it subsequently be proved that any information is false, misleading or has been withheld I understand that any offer of employment may be withdrawn or, should I be in employment with DLS, that I may be dismissed.			
I accept that information within this application form will be used by DLS for the purpose of processing my application. Further, should my application be successful and I am employed by DLS, information about me, including that relating to my ethnic origin and health, will be retained and processed for the purposes of monitoring and employed procedures in accordance with the Data Protection Act 1998.			
Signature		Date	
<b>How information about you will be used</b>			
All information on this form will be treated in strictest of confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personnel file and information on this form may be stored on computer.			
If your application is unsuccessful your details will be kept for a period of 1 year and will then be destroyed.			

<b>Equal Opportunities Monitoring Form</b>			
<b>How information about you will be used</b>			
You are requested to complete this information to enable us to monitor the effectiveness of our Equalities and Diversity Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence.			
DLS seeks to be an equal opportunities employer and give a fair deal to people within every section of the community. We would be grateful if you could answer the following questions, which will be treated in a confidential manner so that we can monitor our progress towards that aim. They will not be referred to in considering your application, unless the nature of the post being applied for is deemed to be exempt from the Equality Act 2010.			
Please place a tick in the boxes where applicable:			
Are You?	Male <input type="checkbox"/>	Female <input type="checkbox"/>	What is your date of birth? <span style="float: right;">Press F1 key for help</span>
Please indicate your current age band below:			
Up to 19 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 39 <input type="checkbox"/> 40 - 49 <input type="checkbox"/> 50 - 59 <input type="checkbox"/> 60 - 69 <input type="checkbox"/> Over 70 <input type="checkbox"/>			
How would you describe your ethnic origin?	<b>A White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Polish <input type="checkbox"/> Italian <input type="checkbox"/> Any other White background <input type="checkbox"/>		<b>B Mixed</b> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed Background <input type="checkbox"/>
	<b>C Asian or Asian British</b> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/>		<b>D Black or Black British</b> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/>
	<b>E Chinese</b> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/>		
Do you consider yourself to have a disability?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Where did you see this vacancy advertised?			
Local Newspaper <input type="checkbox"/>	Professional Journal <input type="checkbox"/>	Job Centre <input type="checkbox"/>	National Newspaper <input type="checkbox"/>
Other <input type="checkbox"/>	Internet <input type="checkbox"/>	Please state website: <b>www.</b>	
The information you have provided (but your name) may be used to provide statistical analysis so that we can monitor our compliance with best practice in terms of equal opportunity and non-discrimination.			



Thank you for your application.

## Returning this form

### **By Hand or Post:**

Diversity Living Services  
57 The Market Square  
London  
Edmonton Green  
London N9 0TZ

### **By E-Mail:**

[recruitment@diversityliving.org](mailto:recruitment@diversityliving.org)

### **Enquiries:**

Telephone: 02088036161