

Position applied for:

## Personal details:

Title: Mr  Mrs  Miss  Ms  Other

Surname:  Forenames:

Address:

Postcode:

Telephone:  Mobile:

Email:

## Previous employment (Give details of your past employment, starting with your current/last employer first)

Employer's name and address:	Dates of employment	
	Job title	
	Overview of job role	
Pay rate		Reason for leaving

From: (MM/YY)	To: (MM/YY)	Employer's name & address	Job title	Pay rate	Reason for leaving

## Education/relevant qualifications (Proof of qualifications and/or certificates attained may be required)

Date (MM/YY)	To (MM/YY)	Schools/Colleges attended (including part-time/short courses)	Qualifications gained/pending (Please state subject & level)	Grade

# Application for employment

(Please complete in INK and BLOCK CAPITALS and do not staple or double side your application)

## Attendance on training courses relevant to work applied for:

(Proof of qualifications and / or certificates attained may be required)

Organising/ Awarding Body:	Course/Subject title	Course duration	End date (MM/YY)	Certificate (yes/no)

## Further information

(Why you have applied for this role / how do you meet the job requirements – continue on a blank piece of paper if needed)

Are there any restrictions to the hours/days that you can work?

Yes	No
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If yes, please list details:

## References

Please give the names of two referees who may be contacted in respect of your application for work. The first must be from your current/last employer (or head teacher if you are a school leaver). The second should be from a previous employer (or a person who you have worked for in a voluntary/unpaid capacity or a teacher if you have no employment history).

<b>Name and Address:</b>	<b>Name &amp; Address:</b>
<b>Position:</b>	<b>Position:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Employment dates:</b>	<b>Employment dates:</b>

## Rehabilitation of Offenders Act (1974)

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you ever been convicted of a criminal offence which is not 'protected'

Yes

No

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

## Confidentiality, security and disclosure

Information requested on this form relating to sex, race, religion and disability is required solely for monitoring and statistical purposes. You are advised that information given relating to current or previous employment, educational or professional qualifications and spent convictions may be checked with the appropriate person or bodies before the applicant may be offered work. If the applicant is unsuccessful in their application, this form may be kept on file for up to 12 months after submission before being destroyed.

## Declaration

I confirm that the information provided above is both accurate and complete. I understand that any false claim may lead to my application for work being rejected. If any discrepancy comes to light at a later date, I understand that this may lead to further action being taken which may lead to any offer of work being withdrawn.

Signed:

Date:

**Please return your completed application form to:**

The Renewal Trust, 27 – 31 Carlton Road, Nottingham, NG3 2DG

## Equal Opportunities Monitoring

### Note to the Administration Office

The information contained on this page is for monitoring and statistical purposes only – please remove this page from the application form before passing this applicant's details to the relevant recruiter

The Renewal Trust has a policy of equal opportunity, which recognises that its workforce should reflect its customer/service user base. It aims to ensure all job applicants receive equal treatment when applying for jobs, whatever their racial or national origin, religion, disability status, sex, age, sexual orientation and former convictions

We want to find out whether this policy is working and take steps to ensure further progress is made to achieve this aim. Therefore, we ask the following questions of all applicants who may apply to join The Renewal Trust or one of its subsidiaries

**Date of Birth:**  **Age:**

**Gender:**  **Do you consider yourself to be disabled?**  **Yes**  **No**

Do you have any requirements that we would need to take into account if you were to attend an interview?

### My racial/ethnic origin is:

A. White	B. Mixed	C. Asian or British Asian	D. Black or British Black	E. Chinese or other
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Black African <input type="checkbox"/>	Other racial group <input type="checkbox"/>
Other White <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>	
	Other mixed <input type="checkbox"/>	Other Asian <input type="checkbox"/>		Prefer not to say <input type="checkbox"/>

### My religion is:

None <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>
Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other (please state) <input type="text"/>	
Christian <input type="checkbox"/>	(including Church of England, Catholic, Protestant, Methodist, Baptist and all other Christian denominations)		Prefer not to say <input type="checkbox"/>

### How did you hear about this vacancy:

Renewal Trust Job Shop <input type="checkbox"/>	Renewal Trust (RT) website <input type="checkbox"/>	Other website (please state name) <input type="text"/>
Job Centre Plus <input type="checkbox"/>	Flyer/Poster <input type="checkbox"/>	RT employee (Please state name) <input type="text"/>
Newspaper <input type="checkbox"/>	Agency <input type="checkbox"/>	Word of mouth (Please state name) <input type="text"/>