



INVESTOR IN PEOPLE



LEICESTER SHIRE

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

This form must be completed in full and in black ink. Please do not substitute with a C.V.
Forms submitted electronically must be supported by an original signed copy.

Post applied for: **Ref number:**.....

Where was the position advertised:.....

PERSONAL DETAILS (to be completed in block capitals please)

Title Mr Mrs Ms Miss Surname

(Optional)

Fore Name(s)

Address

..... Post Code

Home Tel. No Daytime Tel. No..... Mobile. No

E-mail address:

Do you possess a current driving licence? Yes/No Do you have the use of a car? Yes/No

EDUCATION				
School/College/University	From	To	Qualifications	Grade/Level

ANY OTHER TRAINING (Please give details of any specialised training courses attended that are relevant to your application for this post)

Training Organisation	From	To	Course title and qualification obtained

Membership of Professional/Technical Institutions

PRESENT/MOST RECENT EMPLOYER

Employer's Name and Address

.....

Post Held Current/Last Salary £.....

Date/s Employed Period of notice required

Reason for wishing to leave

Please give a brief description of your duties and responsibilities.

PREVIOUS EMPLOYMENT HISTORY (Most recent first)

Previous Employer/ Organisation (most recent first)	Position held and brief description of duties/responsibilities	Dates		Reason for Leaving
		From	To	

VOLUNTARY/UNPAID WORK

Organisation	Position held and brief description of duties/responsibilities	Dates

ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION (Please give details of your key achievements, and the skills and experience you possess, which you consider to be relevant to your application. Please state briefly the reasons for your application). Please use additional sheets and attach if necessary.



LEICESTER SHIRE

EQUAL OPPORTUNITIES MONITORING FORM

Connexions Leicester Shire is committed to the elimination of all forms of unjustifiable discrimination. We are actively pursuing equality of opportunity for all and are seeking to ensure that all prospective and existing employers are treated fairly. Connexions Leicester Shire has an equal opportunities policy which in order to be effective requires that we know more about the composition of our workforce. The questions about gender, disability and race are asked so that we can comply with the legal requirements of the Sex Discrimination Act (1975), Disability Discrimination Act (1995) and the Race Relations Act (1976). It is a specific duty under the Race Relation Amendment Act (2000) to monitor staff and applicants by racial groups.

This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.

Please tick as appropriate:

Which of the following do you consider to be your ethnic origin?
(tick one category only)

White - British	White - Irish
Other White Background	White and Black Caribbean – Mixed
White and Black African – Mixed	White and Asian – Mixed
Other Mixed Background	Indian – Asian or Asian British
Pakistani – Asian or Asian British	Bangladeshi – Asian or Asian British
Other Asian Background	Caribbean – Black or Black British
African – Black or Black British	Other Black Background
Chinese	Other

(for 'other' please describe) _____

Are you	Male	Female
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Do you have a disability?	Yes	No
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Please tick the age band currently applicable to you

Up to 19	20-29	30-39	40-49	50-65	Over 65
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THANK YOU FOR YOUR ASSISTANCE

SICKNESS/ABSENCE

Please state the number of days sickness absence you have taken in the last 12 months and on how many occasions.

Days : Occasions:

CONVICTION/DISQUALIFICATION

Protection of Children: Disclosure of Criminal Background

Any positions with Connexions Leicester Shire that have access to young people will be subject to clearance through the Criminal Records Bureau (CRB). It is for this reason that all prospective employees are exempted from the Rehabilitation of Offenders Act 1974, and we require all pending prosecutions, convictions (whether or not they are spent), cautions and bind –overs to be disclosed. Any convictions that are not relevant to the job will not prejudice any application. Any offer of employment to exempted post will be subject to criminal clearance.

REFERENCES please give the names and addresses of two professional referees whom we may contact. One should be your current or most recent employer (or course tutor, in you are currently in full time education).

Name:

Position:.....

Organisation:

Address:

.....

.....

Tel No:

I do/do not * wish this reference to be taken up before Interview

Name:

Position:

Organisation:

Address:

.....

.....

Tel No:

I do/do not * wish this reference to be taken up before interview

EQUAL OPPORTUNITIES Connexions Leicester Shire actively operates and promotes a policy of Equal Opportunities to our clients, partners and employees. Any individual, group or organisation accessing our service will be accorded equal respect and fair treatment.

DATA PROTECTION All data will be held by Connexions Leicester Shire, processed in accordance with the Data Protection Act 1998, used solely for administration and statistical purposes and will not be divulged to a third party.

DECLARATION I certify that the above information is, to the best of my knowledge, true and complete and I understand that if any details are found to be false, any offer of employment may be withdrawn, or employment terminated. I further understand that canvassing Members of the Board of Directors or Senior Managers either directly or indirectly will disqualify me for appointment.

Signature Date

Please return this form to the Human Resources Department, Connexions Leicester Shire, 2nd Floor, 6 Millstone Lane, Leicester, LE1 5JN.