



APPLICATION FOR EMPLOYMENT

Job Title: Site:

IMPORTANT NOTES: Please read the following notes before completing the form:

SNAPS welcomes applications from individuals representing all parts of the community, and for all job types, including full-time, part-time and job sharing. Thank you for your interest in the above post.

- = Read the relevant information, particularly the Job Description and Person Specification before completing the form.
- = You can type directly onto the form.
- = Give all the information you can about yourself and tell us why you think you are suitable for the job
- = Return by email to: Jo Milburn - jo@snapsyorkshire.org

PERSONAL DETAILS

Your full name and postal address	Telephone Numbers Day: Evening: Mobile:
	Email:

REFERENCES

We will take up references if you are shortlisted, unless requested otherwise. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.**

Give your former name if different from that above, to ensure we are asking for the correct reference.

Your Former Name and Job Title (if applicable)
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NAME OF REFEREE And JOB TITLE or STATUS (e.g. teacher, friend)	ADDRESS FOR CONTACT	MAY WE APPROACH THEM BEFORE INTERVIEW?	
Name: Status: Tel No: E-mail:		YES	
		NO	
Name: Status: Tel No: E-mail:		YES	
		NO	

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications.

EDUCATION AND QUALIFICATION DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (CORRESPONDENCE)	DATE FROM	DATE TO

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

QUALIFICATION/PROFESSIONAL BODY	LEVEL	DATE ATTAINED	CURRENT MEMBERSHIP STATUS

TRAINING AND DEVELOPMENT

List all training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

COURSE AND TRAINING DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (RESIDENTIAL)	DATE FROM	DATE TO

Do you have a current full driving licence?

LANGUAGE SKILLS

Which languages other than English do you speak and/or write?

	Speak	Write		Speak	Write
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT HISTORY

CURRENT (most recent) EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	DATE		REASON FOR WISHING TO LEAVE
		FROM	TO	
TelNo	Salary	Hours worked		
Brief note of Duties and Responsibilities:				

PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary and attach)

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	F/T OR P/T HRS	SALARY/WAGE	DATE FROM	DATE TO	REASON FOR LEAVING

Under the requirements of the Asylum and Immigration Act, are you currently eligible to work in the UK? YES NO

SUPPORTING INFORMATION Tell us why you are the person for the job - Use the space below to show you have the skills, knowledge and experience we are looking for (as described in the Job Description and Person Specification). Don't forget to include details of home-based work, work in the community or with voluntary groups, and your leisure interests to support your application. Please keep your supporting information to a maximum of 2 pages (minimum font size 11) – don't worry if it is less.

SUPPORTING INFORMATION(Continue if needed)

Where did you hear about this job?

EQUALITY AND DIVERSITY MONITORING

We seek to employ a workforce which reflects the communities we serve and are committed to providing equality of access to employment for people from all parts of those communities. All applications will be considered on merit. To ensure this policy is carried out effectively, please provide the information requested on this page. It will be used for administrative and monitoring purposes only and will be confidential. Please keep this sheet separate from your application and send as a separate email attachment to jo@snapsyorkshire.org

YOUR PERSONAL DETAILS			
Date Of Birth		Age	
At birth were you described as:			
Male		Female	
Intersex		Prefer not to say	
Which of the following describes how you think of yourself:			
Male		Female	
In another way (please state)			
National Insurance Number			

DISABILITY

The Disability Discrimination Act (1995), defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability as defined above? Yes/No

Are there any arrangements you would like us to make if you are interviewed?

ETHNIC CLASSIFICATION		
I would describe myself as (Please Tick):		
White	English	
	Scottish	
	Welsh	
	Irish	
	Any Other White	
Mixed	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Any Other Mixed	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Kashmiri	
	Any Other Asian	
Black or Black British	Caribbean	
	African	
	Any Other Black	
Other Ethnic Groups	Chinese	
	Gypsy / Traveller	
	Roma	
	Any Other Ethnic Group	

SEXUALITY

How would you describe your sexual orientation?

(Definitions for these terms are below)

Heterosexual: Someone who is attracted to persons of the opposite sex, emotionally or physically.

Gay man: A man who is attracted emotionally or physically to other men.

Lesbian: A woman who is attracted emotionally or physically to other women.

Bisexual: Someone who is attracted to both sexes, emotionally or physically.

Please list all criminal convictions that are not considered "spent". Advonet will conform to the rehabilitation of Offenders Act 1974

I confirm that to the best of my knowledge the information provided in this form is correct and gives a true representation of my qualifications and employment history

Signed Date

Note - emailing this form to us counts as a signature