**LIVERSAGE TRUST**

**JOB APPLICATION**

**CONFIDENTIAL**

**Some jobs at Liversage Trust may involve working in a regulated activity and appointment may therefore be subject to an Enhanced Disclosure and Barring Service check.**

Before you complete this form, please read our accompanying guidance notes. The form is intended to make sure that we have similar information for all applicants so it is important that you fully complete every section of the form.

Remember to sign the Declaration in Section 16.

Write clearly in black ink or type. Return the form by the closing date to the address given in the Application Pack.

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| **Application for the job of:** | **Finance Assistant** |

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| 1. **PERSONAL DETAILS** | | | | | | | | | | | | |
| Last name: | | First name(s): | | | | | | | | | | |
| Preferred title Mr / Mrs / Ms / Other: |  | Home phone: |  | | | | | | | | | |
| Address: | | Work phone: |  | | | | | | | | | |
| Mobile phone: |  | | | | | | | | | |
| Email address: |  | | | | | | | | | |
| National Insurance no: | |  |  |  |  |  |  |  |  |  |
| Have you a full current driving licence? | | Yes  No  Provisional only | | | | | | | | | | |
| Will you have transport available for work? Yes  No | | If **yes**, what type? | | | | | | | | | | |

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| 1. **PRESENT OR MOST RECENT EMPLOYER IF YOU ARE NOT CURRENTLY EMPLOYED** | | | | | | | | | |
| Job title: | | | Salary / wage: | | | |  | | |
| Name and full address of employer: | | | Type of business: | | | |  | | |
| Date started: | | | |  | | |
| Date finished -  if applicable: | | | |  | | |
| Period of notice required: | | | |  | | |
| Reason for leaving or wishing to leave: | | | | | | | | | |
| Briefly describe your job: | | | | | | | | | |
| 1. **PREVIOUS EMPLOYMENT starting with the most recent** | | | | | | | | | |
| Please give details of **all** previous employment, including temporary and voluntary work. Attach an extra sheet if necessary. If you have had any gaps in your employment through unemployment or career breaks, please provide details at the bottom of this page. You must provide us with a complete employment history or we cannot consider your application. | | | | | | | | | |
| Name and address of employer: | Job title and main responsibilities: | | | Dates  from and to: | | Final salary / wage: | | Reason for leaving: | |
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| Dates of employment gaps from and to: | Outline the reasons for the gaps: | | | | | | | | |
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| 1. **EDUCATION AND TRAINING QUALIFICATIONS starting with the most recent** | | | | | | | | | |
| Please give details of any academic education or vocational training you have received, including short training courses, and the qualifications you have gained. We will require original documents as proof of qualification if you are offered a job and we may take copies. | | | | | | | | | |
| Secondary school / college / university: | | Course title / subject: | | | Qualifications gained: | | | | Dates  from and to: |
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| 1. **MEMBERSHIP OF PROFESSIONAL BODIES / ASSOCIATIONS AND PROFESSIONAL REGISTRATION** | | | |
| Organisation | Membership level / status | Date joined | Professional registration number(s) or reference(s) |
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| 1. **TELL US WHY YOU WANT THIS JOB AND DESCRIBE THE RELEVANT SKILLS, ABILITIES AND EXPERIENCE YOU WILL BRING** | | | |
| Attach extra sheets if necessary. Read our guide to completing the application before completing this section. | | | |
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| 1. **LEISURE ACTIVITIES** | | | |
| Tell us about your interests and hobbies outside work: | | | |
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| 1. **OTHER INFORMATION** | |
| **Work status** | |
| If you are not a British passport holder or a European citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. If you already have a work permit, please note that it may not be valid for this job. | |
| Do you need a work permit to be employed in the UK? | Yes  No |
| If you already have a work permit, when does it expire? | Date: |

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| 1. **EMPLOYING PEOPLE WITH A CRIMINAL RECORD** | |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are ‘protected’ and cannot be taken into account. You can find guidance and criteria on the filtering of cautions and convictions on the Disclosure and Barring Service (DBS) website. Because of the possibility that any Trust employee may, on occasion, be required to provide ‘personal care’, we ask all applicants who are offered a job to provide us with a copy of an enhanced DBS Certificate. You will not be able to start employment with us until we have received this information and, if the disclosure is not satisfactory, we may withdraw our offer of employment. A conviction will not necessarily bar you from employment as this will depend on the circumstances and background to your offence(s). We are happy to provide you, on request, with our policy on the recruitment of ex-offenders. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Yes  No |
| Are there any criminal proceedings pending against you? | Yes  No |
| If you answer **yes** to either question, we will expect you to supply details at interview. | |

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| 1. **CANVASSING** | | | | | | | | |
| Do you know, or are you related to a Trustee or employee of the Liversage Trust or a consultant, adviser or contractor who carries out work for the Trust? A relation is defined as a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece, cousin or any such person’s partner. | | | | | | | Yes  No | |
| If **yes**, please give the person’s name and describe the nature of your relationship to them: | | | | | | | | |
| **The Trust will disqualify any applicant who directly or indirectly seeks the support of any Trustee or employee for any job with the Liversage Trust.** | | | | | | | | |
| 1. **REFERENCES** | | | | | | | | |
| Please supply contact details for two people who are not related to you and are able to give you a reference. Referee 1 must be your present employer, or your last employer if you are not currently employed. | | | | | | | | |
| **Reference 1** | | | | **Reference 2** | | | | |
| Title  eg Mr, Mrs, Ms: | |  | | Title  eg Mr, Mrs, Ms: | |  | | |
| Last name: | |  | | Last name: | |  | | |
| Initials: | |  | | Initials: | |  | | |
| Job title: | |  | | Job title: | |  | | |
| Name and address of organisation: | | | | Name and address of organisation: | | | | |
| Work phone: |  | | | Work phone: |  | | | |
| Home phone: |  | | | Home phone: |  | | | |
| Email address: |  | | | Email address: |  | | | |
| Please state if we may obtain this reference prior to interview: | | | Yes  No | Please state if we may obtain this reference prior to interview: | | | | Yes  No |
| If you are offered the job, we will require satisfactory references before we can proceed with your appointment. If we believe a third reference is necessary, we will discuss this with you. | | | | | | | | |

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| 1. **RECRUITMENT AND APPOINTMENT PROCESS** |
| Please list any dates when you are not available for interview during the next two months: |
| Please advise us of any other information relevant to the recruitment process, such as any special interview requirements you may have that you have not already included under Section 13 below. |

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| 1. **RECRUITMENT AND SELECTION MONITORING** | | | | | | | | | | | | | |
| In order to make sure that the Trust’s equalities policies are effective, we need to collect information on the age, disability, gender and ethnic origin of all applicants. We appreciate your assistance in giving us this information as it helps us to improve our policies and practice. It also helps us to learn how you heard of the vacancy. | | | | | | | | | | | | | |
| **Gender and age** | | | | | | | | | | | | | |
| Are you? Female  Male | | What is your date of birth? | | |  |  |  |  | |  |  |  |  |
| d | d | m | m | | y | y | y | y |
| **Which of the following options best describes how you think of yourself? Please tick one box only** | | | | | | | | | | | | | |
| Heterosexual or straight  Gay or lesbian  Bisexual | | | Other  Transgender  Prefer not to say | | | | | | | | | | |
| **What is your ethnic group? Please tick one box only.** | | | | | | | | | | | | | |
| **White**:  English / Welsh / Scottish/ Northern Irish / British  Irish  Any other White background | **Asian / Asian British:**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background | | | **Mixed / multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background | | | | | | | | | |
| **Black / African / Caribbean / Black British:**  Caribbean  African  Any other Black / African / Caribbean background | **Other ethnic group:**  Arab  Any other ethnic group  (enter below) | | | Prefer not to say | | | | | | | | | |
| **Disability** | | | | | | | | | | | | | |
| The Equality Act 2010 defines someone as disabled if they have a ‘physical or mental impairment, which has a substantial and long-term negative effect on their ability to carry out normal day to day activities’. | | | | | | | | | | | | | |
| Do you consider yourself to be a disabled person as defined under the Equalities Act 2010 (please tick one box only) | | | | | | | | | Yes  No | | | | |
| If selected for interview, do you require any assistance / adaptations to help you at interview?  (please tick one box only) | | | | | | | | | Yes  No | | | | |
| If **yes**, what assistance / adaptations do you require? | | | | | | | | | | | | | |

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| 1. **RECRUITMENT SOURCE** | | |
| Please tell us where you saw this job advertised by ticking relevant box or boxes below or by entering it in: | | |
| Derby Telegraph – paper  Derby Telegraph – online  Nottingham Post – paper  Nottingham Post – online  indeed.co.uk  gumtree.com  social media  (enter below) | jobsite.co.uk  Jobcentre Plus – office  Jobcentre Plus – online  Liversage website  Recruitment agency  (enter below)  word of mouth | National journal  (enter below)  National press  (enter below)  Other  (enter below) |

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| 1. **DATA PROTECTION ACT 1998** |
| Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, personnel administration and statistical purposes. If you are a Jobcentre Plus client, we will disclose information to them for performance monitoring purposes. |
| The Liversage Trust asks for personal information from job applicants to assist with our recruitment process. Only employees and Trustees involved with short-listing and appointment will have access to this data. We will not disclose this information to anyone else. If you are unsuccessful, we will usually destroy your application form and any other papers submitted 12 months after the appointment has been made. |

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| 1. **DECLARATION** | |
| I declare that I have read and understood all the information provided with this application.  For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of the Liversage Trust relating to the subject matter of this form, being processed by the Trust in administering the recruitment and appointment process.  I confirm that I have a legal right to work in the UK and I understand that if I am offered employment, I will be required to provide documentary evidence to prove this.  I understand that any offer of appointment and subsequent employment is dependent upon this declaration and information contained within this application.  To the best of my knowledge and belief, the information contained in this form is accurate. I understand that any deliberately false statement or omission of material facts may disqualify me from employment or render me liable to instant dismissal if coming to light after my appointment. | |
| **Signature:** | **Date:** |

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| **For office use only** | | |
| Received: | Acknowledged: | Regret letter: |
| Invitation letter: | References requested | References received: |
| Unsuccessful letter: | Appointment letter: | Appointment date: |
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