

## APPLICATION FORM

Thank you for taking the time to apply for a position with Every-One.

Every-One believes in 'Making Wellbeing Personal' and it is important to us that we work with people who believe this too. We look forward to receiving your application and will be in touch very soon.

Information about our current vacancies can be found on our website at:

<http://www.every-one.org.uk/working-with-us/vacancies>

Further information about the work of Every-One can be found on our website at:

[www.every-one.org.uk](http://www.every-one.org.uk)

If you would like to discuss the position you are applying for, you are very welcome to get in contact by email or by phone as below.

Please complete this form using black ink only, and return it to:

*Vicky Thomson, Chief Executive*

*By post:*                      *No 5, The Stables, Wellingore Hall, Wellingore,  
Lincoln, LN5 0HU*

*By email:*                   [vicky.thomson@every-one.org.uk](mailto:vicky.thomson@every-one.org.uk)

*Phone:*                      *079 556 123 89*

When completed, you can submit this form by post or electronically prior to the advertised deadline. A signed copy of electronic versions will be required should you be invited to attend an interview.

Please note, CV's will not be accepted.

<b>Position applied for:</b>		
<b>Salary expectation:</b>		
<b>PERSONAL DETAILS</b>		
<b>Title</b>	<b>Surname</b>	<b>Forename(s)</b>
<b>Address</b>		
<b>Postcode</b>		
<b>Telephone numbers:</b>		
Landline:		
Mobile:		
<b>Email:</b>		
Are there any restrictions on your continued residence or employment in the UK?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
<i>If yes, please give details:</i>		
What period of notice are you required to give to your present employer?		
Do you have a current driving license?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Do you have access to your own vehicle?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Where did you hear about this vacancy?		

## CURRENT OR MOST RECENT JOB

Dates: from to

Brief description of duties:

Current or last salary and reason for leaving:

(please start with the most recent and work backwards, continuing on a separate sheet if necessary)

Dates: from to

Brief description of duties:

Reason for leaving:

## PREVIOUS EMPLOYMENT

### Position held:

Dates: from to

Name and address of employer:

Brief description of duties:

Reason for leaving:

### Position held:

Dates: from to

Name and address of employer:

Brief description of duties:

Reason for leaving:

<b>EDUCATION</b> <i>Please indicate all qualifications, starting with the most recent</i>			
School / College / University	Qualification	Subject	Grades

TRAINING / PROFESSIONAL QUALIFICATIONS	
Course and Training Provider <i>(i.e. in-house, external body, professional association or institute)</i>	Brief details

## REASON FOR APPLYING

Why do you consider you are a suitable candidate for this position and what motivated you to apply? *(continue on a separate sheet if necessary)*

## ACHIEVEMENTS

Please include any further information including details of your main achievements to date that help to demonstrate your skills and suitability for this application.

If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.

I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.

I hereby consent to the processing of sensitive personal data (as defined in the Data Protection Act 1998) involved in the consideration of this application.

**SIGNATURE .....**      **DATE .....**

**Thank you for applying.**



The following pages will be detached from your application prior to it being considered for shortlisting.

<b>NAME:</b>
<b>POSITION APPLIED FOR:</b>

<b>REFERENCES</b>	
<i>Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.</i>	
<b>Current / Last Employment</b>	<b>Previous Employment</b>
Name	Name
Job title	Job title
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Position held in relation to you (e.g. line manager)	Position held in relation to you (e.g. line manager)
Job held by you and dates	Job held by you and dates
Referee can be contacted prior to offer being made?	Referee can be contacted prior to offer being made?
YES / NO	YES / NO

## REHABILITATION OF OFFENDERS ACT 1974

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

YES ☐ NO ☐

If yes, please give details of date(s), offence(s) and sentence(s) passed:

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (as appropriate):

☐ I confirm that I am not listed on the children's barred list.

OR

☐ I confirm that I am not listed on the adults' barred list.

AND

☐ I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children / vulnerable adults.

*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*

## EQUAL OPPORTUNITIES MONITORING

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

*To assist us in monitoring the operation of our equal opportunity policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)*

### SEX

MALE ☐ FEMALE ☐ PREFER NOT TO SAY ☐

### AGE

16-18 YRS ☐ 19-21 YRS ☐ 22-34YRS ☐ 35-44 YRS ☐ 45-54 YRS ☐ 55-64 YRS ☐  
65 YRS AND OVER ☐ PREFER NOT TO SAY ☐

### MARITAL STATUS

SINGLE ☐ MARRIED / CIVIL PARTNERSHIP ☐ CO-HABITATING ☐ OTHER ☐ PREFER NOT TO SAY ☐

### DISABILITY

Do you consider that you have a disability?

YES ☐ NO ☐ PREFER NOT TO SAY ☐

If YES, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary).

### RACE

*Please make sure that you read all the categories and then tick the box that applies to you.*

**White:** BRITISH ☐ IRISH ☐ ANY OTHER WHITE BACKGROUND ☐ (*please specify*):

**Mixed race:** WHITE AND BLACK CARIBBEAN ☐ WHITE AND BLACK AFRICAN ☐ WHITE AND ASIAN ☐  
ANY OTHER MIXED BACKGROUND ☐ (*please specify*):

**Asian or Asian British:** INDIAN ☐ PAKISTANI ☐ BANGLADESHI ☐  
ANY OTHER ASIAN BACKGROUND ☐ (*please specify*):

**Black or Black British:** CARIBBEAN ☐ AFRICAN ☐ ANY OTHER BLACK BACKGROUND ☐ (*please specify*):

**Chinese or other ethnic:** CHINESE ☐ ANY OTHER ☐ (*please specify*):

**Prefer not to say:** ☐

### SEXUAL ORIENTATION

LESBIAN/GAY ☐ BI-SEXUAL ☐ HETEROSEXUAL ☐ PREFER NOT TO SAY ☐

### RELIGION

CHRISTIAN (*including Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations*) ☐

BUDDHIST ☐ HINDU ☐ JEWISH ☐ MUSLIM ☐ SIKH ☐

ANY OTHER RELIGION ☐ (*please specify*): PREFER NOT TO SAY ☐