

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

The application form has been designed to offer you the opportunity of giving the fullest information, whilst enabling us to assess all candidates in a fair and objective manner.

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| **Mary and Joseph house**  **(The Joseph Cox Charity)**  **217 Palmerston Street**  **Ancoats**  **Manchester**  **M12 6PT**  **Tel: 0161 273 6881**  **Fax: 0161 273 6864**  [**www.maryandjosephhouse.co.uk**](http://www.maryandjosephhouse.co.uk) | **Post applied For:**  **Available to take up employment (date):** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title: Mr/Mrs/Ms/Miss**   |  | | --- | | **First Name:** |  |  | | --- | | **Surname:** |  |  | | --- | | **Address:**  **Home Telephone No.**  **Mobile No.** | |

**Please give details of:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Qualifications** | | | **Apprenticeships/training completed** |
| **Year** | **Qualification** | **Grade** |  |
|  |  |  |
| **Work related courses you have attended:** | | | **Any other relevant skills** |
|  | | |  |

**Details of your work history** (please explain any gaps in employment)

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of employer** | **From** | | **To** | | **Brief details of duties** | **Reasons for leaving** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |

**Present Employment details**

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| **Employers name and address**…………………………………………………………....................  …………………………………………………………………………………………............................  …………………………………………………………………………………………............................  **Post held**……………………………….........… **Present Salary**……………………………............  **Notice required in present employment**…………………………………………….....................  **Reason for leaving**.....................................................................................................................  **Please outline your main responsibilities**……………………………………………..................  …………………………………………………………………………………………...........................  …………………………………………………………………………………………...........................  ………………………………………………………………………………………...........................…  …………………………………………………………………………………………...........................  …………………………………………………………………………………………........................... |

**References:** (these should be your last two previous employers)

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| **Present employers details** | | **Previous employers details** | |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Company Name:** |  | **Company Name:** |  |
| **Address:**  **Post Code:** |  | **Address:**  **Post Code:** |  |
| **Tel No:** |  | **Tel No:** |  |
| **Email:** | | **Email:** | |

**Rehabilitation of Offenders Act 1974 (amended 2013)**

Have you previously applied for an enhanced Criminal Records Disclosure (CRB) ?

(Please delete as appropriate) Yes / No

**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) by SI 1198 ?**

(Please delete as appropriate) Yes / No

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| **If you have answered ‘Yes’ to any of the above please give details:**  …………………………………………………………………………………………….............................  …………………………………………………………………………………………….............................  ………………………………………………………………………………………………………………… |

**General Information**

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| **Do you possess a current driving licence which is valid in the UK? Yes / No**  **Details of any endorsements(s) if any**?………………………………………………....................  …………………………………………………………………………………………............................  **Are you available for an interview at any time**?……………………....................……………….  **Where did you see/hear about this vacancy**?………………………………….................……...  **Have you been subject to disciplinary action in the last twelve months Yes / No**  **Have ever been subject to an investigation or enquiry into abuse or any other inappropriate behaviour, or been dismissed from a position as a result of a disciplinary issue ?**  (if yes please give details)…………………………………..............................................................  ……………………………………………………………………………………………………….........  …………………………………………………………………………………………………………….  .......................................................................................................................................................  **If you are related to a current employee or Management committee member at Mary and Joseph house please give details**………………………………………..................… |

**Please describe why you are applying for this post and how previous experience will be relevant. Continue on a separate sheet if necessary.**

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**Declaration**

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| **To the best of my knowledge the information given on this form is correct. I understand that providing false information will result in the withdrawal of any offer of employment.**  **Signed…………………………………. Date…………………………………….** |

### CONFIDENTIAL

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| MONITORING FORM **NAME…………………………………………………………………………………..**  **NAME OF POST………………………………………………………………………**  **PLACE WHERE POSITION WAS ADVERTISED………………………………..** |

**EQUAL OPPORTUNITIES**

**It is against the law to discriminate on the grounds of race. Colour ethnic origin or sex. Mary and Joseph House aims to ensure that all job applicants receive equal opportunities.**

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| **In order to assist us in monitoring the effectiveness of this policy please circle the words that most describe you .**  **African Asian Black**  **British Caribbean Chinese**  **European Irish White**  **Male Female**  **Person with a disability**    **If you have a disability are you registered? Yes / No** |
| **THIS INFORMATION IS TOTALLY CONFIDENTIAL** |