



# Triple C (Liverpool)

Reg Charity No: 1118424 Company No 5384480

## APPLICATION FOR EMPLOYMENT

Please write or type clearly using black ink

Please return completed forms by email to: <b>info@triplecliverpool.org</b> or by post to <b>Triple C (Liverpool)</b> <b>4 Christ Church Close, Liverpool</b> <b>L11 3EN</b>	JOB TITLE:
	CLOSING DATE:

Surname:	First name(s):
NI Number:	
Address:	Email Address:  Telephone numbers:  Daytime:  Evening:  Mobile:

**EMPLOYMENT** – Please give details of present or most recent employment.

Post held - Brief description of main duties / responsibilities	Employer & Address	Dates from / to	Salary / Wage

**NOTICE** – Please give the length of notice required or the date you could start with Triple C Liverpool

Length of notice:	Earliest start date:
Any dates unavailable for interview:	

**EMPLOYMENT HISTORY** – Please give details of previous work that has provided experience of relevance to this post (include voluntary work, and give your reasons for leaving the jobs you list). Please enclose additional sheets if necessary.

Employer	Dates	Job held and brief description of duties / responsibilities	Reason for leaving

**EDUCATIONAL BACKGROUND, QUALIFICATIONS AND TRAINING** – Please give details of any qualifications obtained and training courses undertaken. Please indicate dates, grades and institution where obtained.

Qualifications / training	Dates

## SUITABILITY FOR THE JOB

Please state why you feel that you are suitable for this post, enclosing additional sheets if necessary.

**We will use the information given here as the basis for our shortlisting.**

- You should outline your interest in the post, what you feel you would bring to the ethos of Triple C.
- Describe your relevant skills and experience.
- **You should ensure that you address the points covered in the person specification** -you may wish to use the headings given there eg. Qualifications and training, experience and skills.
- You should give evidence for those things which are highlighted as being assessed in the application form.

## ADDITIONAL INFORMATION

Do you consider yourself to be disabled?      Yes      No If yes, in what way?  If invited to interview, are there are special arrangements that you would like to be made for you?		
Do you possess a full driving licence?	Yes	No
Do you possess a car that could be used for work purposes?	Yes	No
<b>Rehabilitation of Offenders Act</b>  Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. [However, this post is <b>exempt</b> from the above Act, therefore, <b>ALL</b> convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.]		
Have you ever been convicted of a criminal offence?	Yes	No
Do you have any criminal charges or summonses pending against you?	Yes	No
Having a criminal record will not necessarily bar you from working with us.		

**REFERENCES** – Please give the names and addresses of two people to whom we may write for references. Your referees should not be related to you.

<b>Referee 1</b> This should be your present or most recent employer or someone who oversees your volunteering Name	<b>Referee 2</b> What capacity do you know this person? Employment                      Personal Name
Job Title	Job Title
Address	Address
Email	Email
Telephone	Telephone
May we approach this referee for a reference now? Yes                      No	May we approach this referee for a reference now? Yes                      No

<b>DECLARATION</b> <ul style="list-style-type: none"> <li>I DECLARE THAT I AM ENTITLED TO WORK FULL TIME IN THE UNITED KINGDOM AND CAN PROVIDE EVIDENCE OF THIS ENTITLEMENT</li> <li>I ACCEPT THAT, IF OFFERED THE POST, I WILL SUBMIT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK.</li> <li>THE INFORMATION ON THIS FORM IS TRUE AND CORRECT AND MAY BE USED AS PART OF MY CONTRACT OF EMPLOYMENT. I ACCEPT THAT ANY FALSE STATEMENT OR OMISSION MAY LEAD TO MY BEING DISMISSED, IF APPOINTED TO THE POST</li> </ul>
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Signature:	Date:
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**Triple C**  
(Liverpool)

**CONFIDENTIAL**

**EQUAL OPPORTUNITIES  
MONITORING FORM**

Triple C aims to be an equal opportunities employer and service provider, irrespective of race, gender, age, disability, sexuality, etc.. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material. You may, of course send it separately if you wish. We very much hope that you will feel able to help us in this way.

1. Gender                      Male      ☐      Female      ☐      Other      ☐      Prefer not to say      ☐

2. Age                      Less than 35      ☐      35-49      ☐      50+      ☐

3. Disability                      Do you consider yourself to have a disability?

☐      Yes                      ☐      No

4. Ethnic Origin                      What do you regard as your ethnic origin?

White	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>
Mixed Heritage	<input type="checkbox"/>	Asian Chinese	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<hr/>	

5. Are you currently in paid work?

☐      Yes                      ☐      No

6. How did you first find out about this vacancy?