# APPLICATION FOR EMPLOYMENT

*Please write or type clearly using black ink*

*in order that this form can be photocopied*

# Reg Charity No: 1118424 Company No 5384480

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| PLEASE RETURN THIS FORM TO:  Helen Edwards  Chair of Trustees  [helen@triplecliverpool.org](mailto:helen@triplecliverpool.org)  4 Christ Church Close, Liverpool, L11 3EN | JOB TITLE: Operations Manager |
| CLOSING DATE: 12th August 2023 5pm |

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| --- | --- | --- |
| Surname: | First names: | |
| NI Number: | | |
| Address: | | Telephone number(s):  Email address: |

**EMPLOYMENT**

Beginning with your current or most recent employer and working backwards please give details of present or

most recent employment (continue on additional sheet if necessary). Please include relevant voluntary roles.

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| Job title and brief description of main duties / responsibilities | Employer & Address | Dates from / to | Reason for leaving |
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**NOTICE –** Please give the length of notice required or the date you could start with Triple C Liverpool

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

**EDUCATIONAL BACKGROUND, QUALIFICATIONS AND TRAINING**

Please give details of any qualifications obtained and training courses undertaken. Please indicate dates, grades and institution where obtained.

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| --- | --- |
| Qualifications / training | Dates |
|  |  |

**SUITABILITY FOR THE JOB**

Please state why you feel that you are suitable for this post, enclosing additional sheets if necessary. 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 job description and** **person specification.** You may like 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. We will use the information given here as the basis for our shortlisting.

Please use this space to tell us anything not covered elsewhere, which you feel is relevant (maximum 1500 words).

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**ADDITIONAL INFORMATION**

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| **Disabled Applicants**  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 |
| **Rehabilitation of Offenders Act**  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 **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’.]  Amendments to the Rehabilitation of Offenders legislation mean that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any unspent conditional cautions or convictions? Yes / No  Do you have any adult cautions (simple or conditional) Yes / No  Do you have any spent convictions that are not protected? 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. Referee 1 should be your present or most recent employer (or somebody who oversees your volunteering). Please state whether Referee 2 is in a personal or employment capacity. Your referees should not be related to you.

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| --- | --- |
| Referee 1 Present or most recent employer | Referee 2  \*Employment / \*Personal capacity (\*delete) |
| Name  Job Title | Name  Job title (if applicable) |
| Email address  Address  Telephone | Email address  Address  Telephone |
| May we approach this referee for a reference now?  Yes / No | May we approach this referee for a reference now?  Yes / No |

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| **DECLARATION**   * I DECLARE THAT I AM ENTITLED TO WORK FULL TIME IN THE UNITED KINGDOM AND CAN PROVIDE EVIDENCE OF THIS ENTITLEMENT. * I ACCEPT THAT, IF OFFERED THE POST, I WILL SUBMIT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK. * 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. |

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| Signature: | Date: |

**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 35-49 50+





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

Yes No



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

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White Asian Indian

Black Caribbean Asian Pakistani

Black African Asian Bangladeshi

Mixed Heritage Asian Chinese

Other

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(please specify)