

# Manningham Project Application Form

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Please complete this form in black ink or type to enable clear photocopying.

We wish to ensure that comparison between applicants is fair and in line with the Manningham Project's Equality & Diversity Policies. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification.

**Please note that CVs are not accepted.**

## Closing date

Position applied for: **Experienced Advice Worker**

Surname/family name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

\_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_ Work: \_\_\_\_\_

## REFERENCES

Please give below the name and address of two referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. If you have been employed we would normally seek a reference from your present or most recent employer.

### First Referee

Name: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

### Second Referee

Name: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

References will be taken up for applicants who are shortlisted for interview. Please tick if you do **not** wish us to take up references before interview.

**EDUCATION AND TRAINING**

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Please list any education and/or training (including short courses) that you have undertaken:

<b>Dates</b>	<b>Education/Courses/Training</b>	<b>Qualifications</b>

**WORK EXPERIENCE (PAID AND UNPAID)**

Please include your current/previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

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<b>Date</b>	<b>Name of Employer/ Organisation</b>	<b>Nature of Work</b>

## SUPPORTING INFORMATION

In this section we would like you to give specific information in support of your application, Taking **each point** of the person specification (numbered 1 -6,) demonstrate how you have all the necessary skills and abilities. You may amend or add to the sheets but please do not use more than 4 sides of paper to complete your response.

1.

2.

3.

4.

5.

6.

Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? YES/NO (please delete as appropriate)

**Data Protection Act 1998**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for *12 months* after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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