

Lands End Peninsula CLT

INFORMATION FOR APPLICANTS ON COMPLETING THIS APPLICATION FORM

Please read these notes carefully before you complete the application form.

General Notes

Completing an application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form as clearly and fully as possible.

Please write clearly in black ink or type.

Questions 1

Please complete this in full.

Question 2 - Medical Details/Sickness Absence

Please give accurate information. Sickness absence may be checked at reference stage.

Illness/Impairment

Lands End Peninsula CLT is committed to providing a suitable working environment for employees who have any form of impairment. The information you give here will help us to know whether any specific arrangements would assist your employment. Regrettably no guarantee can be made that any particular impairment can be accommodated and there are some posts where a degree of physical fitness is essential.

Question 3 - Criminal Convictions

Applicants for posts in residential projects must by law disclose ANY criminal convictions. A failure to do so will normally result in dismissal.

Question 5 - Past Employment History

Please list all past employment. Please start with your most recent employment and continue on a separate sheet if necessary. Applicants may give explanations for any break(s) in employment.

Question 6 - Education/Qualifications/Training

Please include any training gained through work or other activities which you feel are relevant to the job you are applying for and give as much detail as possible, e.g. grades of examinations passed. Proof of any qualifications may be required at reference stage.

Question 7 - Professional Qualifications

If you are a member of a professional body, please give category of membership (e.g., student or associate) and the date this was gained.

Question 8 - Membership of any relevant Organisations

Please only give details of those that you think are relevant to the post applied for.

Question 9 - Outside Recreational Activities and Pursuits

Please include only your main hobbies and interests.

Question 10- Supporting Information

This section is very important. Please outline the skills and experience you have gained through paid employment and other work activities and interests which you think will support your application.

The attached Job Description and Person Specification describe the job and the essential and desirable requirements for the advertised post. **Applicants should bear these in mind when completing this section, as it provides vital information on which the decision to interview will be based.**

Question 11 - Relationship to Member, Director or Employee of Lands End Peninsula CLT

You must disclose any relationship to a Committee Member or Member of Staff.

Question 12 - References

Please give the names, job titles, full addresses and telephone numbers of two referees who can comment upon your present and past work/voluntary/ education experience. Friends and relatives are not acceptable as referees. Referees may be approached if you are offered an interview. Please indicate here if you do not wish this to happen. Referees will always be approached when a verbal job offer has been made.

Question 13 - Declaration

Application forms must be signed and dated. Note: applicants sending an application by email will be asked to sign it before their interview takes place (i.e. on the day).

When you sign it, you are confirming that all the information you have given is correct to the best of your knowledge. Supplying incorrect information could result in your dismissal if you were offered a post on the basis of the information given on this form.

Proof of Eligibility

Under Section 8 of the Immigration Act, we are required to check that all employees are eligible to work within the UK.

Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.

Equal Opportunities Monitoring Form

The information will be used only for statistical monitoring and will not be seen by the recruiting manager.