

Confidential Application Form



Please return your application form to:

Bernie Francies
Horizon Life Training
Kennel Hall Farm Ripon
Road, Killinghall
Harrogate, HG3 2AY

or Please complete in black ink, scan and email the completed form to bernie@horizonlifetraining.org.uk

Position applied for

Guidance notes on completing the application form

- Before completing your application, it is important that you read the job description and person specification, along with the job advert, as these will contain full details of the post.
- Please ensure the form is either **word processed** or written in **black ink** as it may need to be photocopied as part of the recruitment process.
- Please ensure you specify the **post you are applying for**.
- If you use any continuation sheets, please ensure that you note the position and post reference number at the top of each sheet.
- Decisions about who will be shortlisted for interview will be based on the information given on your application form so ensure you answer all questions fully. For questions that do not apply to you, put N/A (not applicable) so that it is clear you haven't accidentally forgotten to answer a question. **Please do not put "see CV for details" as an answer to a question.** You may, however, include a current CV alongside your application form if you think it includes additional information that may be relevant to your application.
- Ensure you complete the **supporting statement**. It is important that you don't just repeat your job history here but cover the criteria required by the person specification and provide evidence of how you meet each criterion. Applicants will only be shortlisted if they show they can meet the essential requirements of the person specification which are assessed from the application form. Where there are a large number of applicants, the desirable criteria will also be used to decide who is shortlisted.
- Answer all questions honestly. You will be asked to provide original documents (certificates, right to work documents etc.) at a later stage should you be successfully shortlisted.
- Please note that the Personal Information and Equal Opportunities sections of the application form are separated from the main document and **will not** form any part of the decision making process or be seen by anyone involved in the process. It is important to state if you have a disability so that we can provide reasonable adjustments where necessary to help you throughout the recruitment process.
- Unfortunately we are unable to reply to every application. If you have not heard from us within **2 weeks of the closing date**, please assume that your application has been unsuccessful on this occasion.
- Finally – make sure your application form reaches us by the specified closing date.

Personal information (please complete in block capitals)

Title

First name(s)

Surname

Known as

Current address

Postcode

National Insurance number

Contact number
(home)

Contact number
(mobile)

Contact number
(work)

May we contact you at work? yes

☐

no

☐

Do you hold a full driving licence? yes

☐

no

☐

Do you have regular use of a vehicle? yes

☐

no

☐

Email address

Notice period

When would you be available to start work?

Reference details

Please give the name and contact details of two referees. Referees should be previous line managers or HR departments, not colleagues. One referee must be your current or most recent employer. If you are unable to provide an employer, please give details of a person who knows you in a professional capacity (e.g.

education or volunteering), not a relative or friend. We reserve the right to take up references from any previous employer.

Please note that any offer of employment is subject to the receipt of references satisfactory to us.

Name(s)

Position

Relationship
to applicant

Company
name

Company
address

Postcode

Contact
number

Email address

Name(s)

Position

Relationship
to applicant

Company
name

Company
address

Postcode

Contact
number

Email address

Please specify any dates on which you would not be available for interview (e.g. holidays)

Position applied for

Qualifications and training

(please note that evidence of qualifications may be required)

Secondary education

Name of school	Dates		Examinations/ subjects passed	Grade and year attained
	From	To		

Further/higher education

Name of college/ university	Dates		Examinations/ subjects passed	Grade and year attained
	From	To		

Professional and vocational qualifications

Name of establishment/ institute	Dates		Subject/level subjects passed	Qualification and year attained
	From	To		

Other relevant training courses attended (short courses/workplace training)

Course title	Organising body	Duration/year attended

Professional memberships

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Current or most recent employer

(please complete in block capitals)

Employer's name

Address

Postcode Position held

Nature of business Number of hours worked

Start date Leaving date (if left) Salary

Reason for leaving / wishing to leave

Please summarise your main job responsibilities

Previous employment (in date order, most recent first)

Employer's name and nature of business	Dates		Position held	Salary	Reason for leaving
	From	To			

If space is insufficient, please attach a separate sheet

Community/volunteering experience

Organisation and nature of business	Dates		Position held	Main duties
	From	To		

If space is insufficient, please attach a separate sheet

Please give details of any gaps in your employment history

Background and supporting information

Please detail briefly how your skills, knowledge and experience match the requirements for this post as set out in the person specification. Give examples of where you have used specific skills or experience rather than

just providing a list. If space is insufficient, please attach any additional sheets used, quoting the job reference number on each sheet.

If space is insufficient, please continue on next page

Background and supporting information (continued)

Requirements under the rehabilitation of offenders act 1974

Depending on the post applied for, the successful applicant may be subject to a Disclosure and Barring Service (DBS, formally CRB) check. In compliance with the act, applicants for positions requiring a Disclosure and Barring Service check must declare all convictions or cautions, whether they are spent or unspent. Applicants for all other positions need to declare unspent convictions and cautions only. Please see the person specification or candidate information sheet for confirmation of whether the post for which you are applying is subject to a Disclosure and Barring Service check, and has therefore been identified as an exception to the act.

Details of any convictions, cautions or pending court cases as detailed above, or any current police

investigation should be attached to this application in a sealed envelope addressed to the Head of Human Resources. Failure to disclose such information could result in withdrawal of an offer of employment or subsequent dismissal or disciplinary action if employed. **Horizon Life Training** aims to promote equality of opportunity, and only relevant convictions will be taken into account. A criminal record will not necessarily bar you from employment with the organisation.

Do you have any 'unspent' convictions within the meaning of the Rehabilitation of Offenders Act 1974?

yes ☐ no ☐

If you have answered 'yes' to the above question, please provide details in a sealed envelope attached to this application and addressed to the Head of Human Resources.

Right to work

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. To comply with the act, if you are invited to attend an interview, you will be required to bring with you evidence of your eligibility to work in the UK.

Are you legally eligible for employment in the UK?

yes ☐ no ☐

Do you have proof of eligibility to work in the UK?

yes ☐ no ☐

Data protection

I consent to my data being held and processed by Horizon Life Training and its agents in accordance with the Data Protection Act 1998. If I am not offered employment,

I understand that my data will be held by the organisation for a period of 6 months and then securely destroyed if it is no longer required for future vacancies:

Signature

Date

Declaration of interests

Are you related to, or the partner of, any employee or Trustee/Board member of Horizon Life Training:

yes ☐ no ☐

If 'yes' please state the name and title of the position the person holds, and your relationship to them:

Name

Position title

Relationship

Applicant declaration

I declare that the information contained in this form is, to the best of my knowledge, true and complete, and I have not knowingly withheld any information which is relevant to my application. I understand that any false or misleading information may be sufficient cause for withdrawal of an offer of employment, or if employed, dismissal without notice.

I understand that any offer of employment will be subject to proof of my entitlement to work in the UK, the receipt of two references satisfactory to **Horizon Life Training**, and where appropriate, a satisfactory Disclosure & Barring Service (DBS) check and health clearance:

Signature

Date

Disability requirements and equal opportunities

Horizon Life Training is committed to providing equality of opportunity to all applicants within the Christian Faith. To ensure that our equal opportunities policies are operating effectively, we routinely monitor those who apply to us for employment. In order to do this, we would be grateful if you would answer the below questions.

This information is confidential and will not be made available to those involved in the selection process. If you choose not to answer the questions this will not affect your application in any way.

White

- ☐ English
- ☐ Welsh
- ☐ Scottish
- ☐ Northern Irish
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background

Please state

Asian

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Please state

Other ethnic group

- ☐ Arab
- ☐ Any other ethnic group

Please state

☐ Not known/not provided

Multiple ethnic group

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed / multiple ethnic background

Please state

Black

- ☐ African
- ☐ Caribbean
- ☐ Any other Black background

Please state

It is important you complete the section below if you have a disability so that we can provide assistance to help you as necessary during the recruitment process and as applicable to ensure the process is fair and equitable.

Do you consider yourself to have a disability?

yes ☐ no ☐

If 'yes', please give details of your disability, providing details of any reasonable adjustments you feel you may require in order to assist you during the recruitment process.

Where you found us

How did you find out about this vacancy at HLT?

☐ HLT website / Facebook Page ☐ Local Church ☐ Internet search

Other, please state

Please scan and email a completed application form to bernie@horizonlifetraining.org.uk