**Acts Trust Application Form**

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| **IMPORTANT RE: COVID-19**  At present our offices are not manned full time so we advise that you return your completed application form by email directly to simon@actstrust.org.uk  If you are unable to do so and wish to send a copy by post, please be aware that there may be a delay before we are able to collect this. Please make sure that you email to let us know if you have done this so that we can arrange to collect it from our offices:  **Recruitment, Acts Trust, Alive Church, Newland, Lincoln, LN1 1XG** |

The content of this form will be shared **only** with those involved for the purposes of recruitment. Please only use extra sheets where notified.

**Position applied for:**

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**Your personal details:**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

**Are there any restrictions on your continued residence or employment in the UK?**

|  |  |
| --- | --- |
| Y | N |

**If you have answered YES, please give details below:**

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|  |

**Do you have use of your own vehicle?**

|  |  |
| --- | --- |
| Y | N |

**Your employment record:**

1. **Current/ Most recent employment:**

|  |  |
| --- | --- |
| Current or last Job Title: |  |
| Employer (and address): |  |
| Dates of employment: |  |
| Reason for leaving  (if applicable): |  |
| Please give a brief description of your main duties and responsibilities, particularly where relevant to this role: |  |

1. **Previous employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **Employer** | **Dates of Employment** | **Duties** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Summary of your Qualifications:**

|  |  |
| --- | --- |
| **Place of Study** | **Qualification Obtained** |
|  |  |
|  |  |
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**Reasons for applying:**

1. **Why do you consider yourself to be the right person for this role and what motivated you to apply?**

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1. **What previous experiences would you draw on to do this job?**

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1. **List what you consider to be your top three achievements to date:**

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**References:**

Please list two references, one must be your current or most recent employer. (In addition, if you have been with your current employer for less than three months, we will require a reference from your previous employer)

|  |  |
| --- | --- |
| **Referee #1** | **Referee #2** |
| Relationship to you: | Relationship to you: |
| Name: | Name: |
| Address: | Address: |
| Email Address: | Email Address: |
| Phone Number: | Phone Number: |
| Permission to contact before interview: Y/N | Permission to contact before interview: Y/N |

**Declaration:**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

|  |  |
| --- | --- |
| Name: |  |
| Signed: |  |
| Date: |  |

**Data Protection Statement:**

***How information about you will be used***

Acts Trust take your privacy seriously and we will only use your information to provide our services.

We will only use your information to contact you relating to the recruitment process and will not store or use if for any other purposes. We will not share your information with any third party. We will only contact your referees if you have been offered a position, or unless you have given your consent for us to contact them beforehand.

For further information on how your information is used, how we maintain the security of your information, and your rights to access the information we hold on you, please see our full privacy statement at www.actstrust.org.uk

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

|  |  |
| --- | --- |
| Name: |  |
| Signed: |  |
| Date: |  |

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| **PRIVATE AND CONFIDENTIAL** |

**Additional Information**

**Health**

Please let us know if you will need any extra support to take part in the recruitment process:

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**Rehabilitation of Offenders Act 1974**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.

**Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?**

|  |  |
| --- | --- |
| Y | N |

If you have answered **YES**, please complete form Acts Trust Confidential Declaration Form (included within the application pack. **You do not need to complete this form** if you have answered **NO**.

If you have not received this, please contact the team to request a copy.

The information you provide will be treated as strictly confidential and will be considered only in relation to this job. For legal and accounting professions, you are required to disclose all convictions, including those that are spent by virtue of the Rehabilitation of Offenders Act 1974.

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| **PRIVATE AND CONFIDENTIAL**  **These last two pages will be removed for monitoring purposes ONLY and will NOT be seen by those involved in the selection for interview process.**  **You can leave these pages blank if you wish.** |

**Equal Opportunities:**

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of race, colour, ethnicity, nationality, disability, age, gender, sexual identity or marital status, where any of these cannot be shown to be a requirement of the job concerned.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please answer the following questions (tick box where appropriate):

**Sex**:

|  |  |  |
| --- | --- | --- |
| Male | Female | Prefer not to say |

**Age**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16-25 | 26-35 | 36-45 | 46+ | Prefer not to say |

**Disability**:

Do you consider yourself to have a disability, as defined in the Disability Discrimination Act 1995?

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |

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**Race**:

Please make sure that you read all the categories and then tick the box that applies to you.

**I am:**

**▢** Prefer not to say

**▢** White British

**▢** White Irish

**▢** Any other White Background (please state:)

**▢** Mixed race: White and Black Caribbean

**▢** Mixed race: White and Black African

**▢** Mixed race: White and Asian

**▢** Mixed race: Any other mixed background (Please state:)

**▢** Asian/Asian British: Indian

**▢** Asian/Asian British: Pakistani

**▢** Asian/Asian British: Bangladeshi

**▢** Asian/Asian British: Any other Asian background (Please state:)

**▢** Black/Black British: Caribbean

**▢** Black/Black British: African

**▢** Asian/Asian British: Any other Black background (Please state:)

**▢** Chinese

**▢** Any other background (Please state:)