**APPENDIX B**

**Application Form**

| **IMPORTANT****Please return your completed application form to:****office@actstrust.org.uk****Alternatively, if you wish to send a paper copy, post to:****Recruitment, Beaumont Manor, Beaumont Fee, Lincoln, LN1 1UL** |
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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:**

|  |
| --- |

**Your personal details:**

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

**Are there any restrictions on your continued residence or employment in the UK? (**please delete as applicable)

| Yes | No |
| --- | --- |

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

|  |
| --- |

**Do you have use of your own vehicle?** (Please delete as appropriate)

| Yes | No |
| --- | --- |

**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** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

**Summary of your Qualifications:**

| **Place of Study** | **Qualification Obtained** |
| --- | --- |
|  |  |
|  |  |
|  |  |

**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 |

| **Are you related to a current member of Acts Trust Staff or Director? YES / NO** |
| --- |
| If **Yes** please give details | Name of staff member or Director:Relationship: |

**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 takes 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 it 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 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: |  |

| **PRIVATE AND CONFIDENTIAL** |
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**Health:**

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

|  |
| --- |

| **PRIVATE AND CONFIDENTIAL** |
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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?** (Please delete as appropriate)

| Yes | No |
| --- | --- |

If you have answered **YES**, please complete Acts Trust Confidential Self DIsclosure 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.

| **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 the interview process.****You can leave these pages blank if you wish.** |
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**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**:

(Please delete as appropriate)

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

**Age**:

(Please delete as appropriate)

| 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? (Please delete as appropriate)

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

**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:)