

|  |
| --- |
| ***For Office Use Only:*** |

|  |  |
| --- | --- |
| Post Applied for: |  |

|  |
| --- |
| **Job Application Form** |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing Date: | 27/09/2021 | Interview Date: | **04/10/2021** |

|  |
| --- |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| **Section 1: Personal Details** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | First Name: |  | Surname: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Telephone Number: |  |

|  |  |
| --- | --- |
| Mobile Number: |  |

|  |  |
| --- | --- |
| E-mail Address |  |

|  |  |  |
| --- | --- | --- |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes**☐** | No**☐** |

|  |
| --- |
| **If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.** |

|  |
| --- |
| **Section 2: Current Employment or Voluntary Work** |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |
| --- | --- |
| Start date: |  |

|  |
| --- |
| Brief description of duties: |
|  |

|  |  |
| --- | --- |
| Period of Notice (if applicable): |  |

|  |  |
| --- | --- |
| Leaving Date (if applicable): |  |

|  |  |
| --- | --- |
| Reason for leaving (if applicable): |  |

|  |  |
| --- | --- |
| Current salary: | £ per annum / pro rata (if applicable) |

|  |
| --- |
| **Section 3: Previous Employment (Most recent first)** |
| Please give details of paid and any relevant unpaid volunteer roles. |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Finish Date: |  |

|  |
| --- |
| Brief description of duties: |
|  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Finish Date: |  |

|  |
| --- |
| Brief description of duties: |
|  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Finish Date: |  |

|  |
| --- |
| Brief description of duties: |
|  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Finish Date: |  |

|  |
| --- |
| Brief description of duties: |
|  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Name of Employer  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Finish Date: |  |

|  |
| --- |
| Brief description of duties: |
|  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |
| --- |
| Continue on a separate sheet if necessary |

|  |
| --- |
| **Section 4: Education and Training** |
| Please give details of any qualifications obtained from Universities, Colleges and Schools and training courses which are relevant to your application, in chronological order starting with the most recent. |

|  |  |  |
| --- | --- | --- |
| University / College / School / Other | Course | Qualifications and Grades Obtained and Dates |
|  |  |  |
| Title of Training Programme or Courseand qualification (if any) | Duration and Dates |
|  |  |
| Continue on a separate sheet if necessary |

|  |
| --- |
| **Section 5: Personal Statement** |
| **Abilities, skills, knowledge and experience.**Using the **Job Description / Person Specification** as a guide, please outline how your own experience, skills and achievements are relevant to this post and how they meet the requirements of the **Job Description**. Include voluntary activities where relevant. Please limit your response to no more than 2 pages of A4 |
|   |
| Continue on a separate sheet if necessary |

|  |
| --- |
| **Section 6: Additional Questions** |
| Ubuntu Multicultural Centre CIC works with vulnerable adults. In seeking to safeguard them, staff may be required to have Disclosure and Barring Service checks to ensure their suitability for this post. |

|  |  |  |
| --- | --- | --- |
| Do you have any convictions? | Yes**☐** | No**☐** |

|  |  |  |
| --- | --- | --- |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes**☐** | No**☐** |

|  |  |  |
| --- | --- | --- |
| Do you hold a valid UK driving licence? | Yes**☐** | No**☐** |

|  |  |  |
| --- | --- | --- |
| Having reviewed the Job Description, are there any reasonable adjustments which may need to be made to the job itself to enable you to carry out your daily duties? If yes, please provide details: | Yes**☐** | No**☐** |
|  |

|  |
| --- |
| **Section 7: Disability Discrimination Act** |
| This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. |

|  |  |  |
| --- | --- | --- |
| Do you have a disability which is relevant to your application? If yes, please provide details: | Yes**☐** | No**☐** |
|  |

|  |
| --- |
| We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people. |

|  |  |  |
| --- | --- | --- |
| Do we need to make any specific arrangements in order for you to attend the interview? If yes, please provide details: | Yes**☐** | No**☐** |
|  |

|  |
| --- |
| **Section 8: References** |
| Please give the names and addresses of two referees; one should be your most recent employer if applicable. Please do not give members of your family. |

|  |
| --- |
| **Reference 1** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name: |  | Surname: |  |

|  |  |
| --- | --- |
| Position: |  |

|  |  |
| --- | --- |
| Relationship: |  |

|  |  |
| --- | --- |
| Organisation: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Telephone Number: |  |

|  |  |
| --- | --- |
| E-mail Address: |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes ☐ | No ☐ |

|  |
| --- |
| **Reference 2** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name: |  | Surname: |  |

|  |  |
| --- | --- |
| Position: |  |

|  |  |
| --- | --- |
| Relationship: |  |

|  |  |
| --- | --- |
| Organisation: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| Telephone Number: |  |

|  |  |
| --- | --- |
| E-mail Address: |  |

|  |  |  |
| --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes ☐ | No ☐ |

|  |
| --- |
| **Section 9: Declaration** |
| **Statement to be Signed by the Applicant** (electronic signature is acceptable)All the information given by me on this form is correct to the best of my knowledge. |

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

|  |
| --- |
| **R E T U R N I N G T H I S F O R M** |
| Please return the completed application and the Recruitment Monitoring Form toor e-mail to info@ubuntumc.org.uk APPLICATION DEADLINE – 5pm, Monday 27th September 2021 |