**APPLICATION FOR EMPLOYMENT**

CONFIDENTIAL

The Pankhurst Trust (Incorporating Manchester Women’s Aid) is an equal opportunities employer and is committed to ensuring a fair comparision between applicants. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for interview. It is therefore essential that you complete the form fully and **clearly demonstrate** with examples of how you meet each point on the person specification. Please note that CVs will not be considered.

We would prefer that this form was completed using a word processor. If you are unable to do this due to a disability please contact us and to arrange for acceptance of a handwritten application form.

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| --- | --- | --- | --- | --- |
| **SECTION ONE - PERSONAL DETAILS** | | | | |
| Position applied for: |  | | | |
| Surname: |  | | Forename: |  |
| Address: |  | | | |
| Contact number: | Home: | | Mobile: | Work: |
| Email address: |  | | Date available to take up post: |  |
| Where did you see this post advertised: |  | | | |
| **SECTION TWO – EMPLOYMENT HISTORY**  Please detail your employment history starting with your current (or previous role) first. | | | | |
| Current Job Role: |  | | | |
| Organisation Name and Address: |  | | | |
| Date Started: |  | | Notice Period: |  |
| Contract Type: | Permanent: **☐**  Temporary: **☐**  Fixed: **☐** | | Salary: |  |
| Main responsibilities: |  | | | |
| Previous Job Roles (most recent experience first) | | | | |
| Organisation Name: | Job Role: | | Dates: | Reason for leaving: |
|  |  | |  |  |
| **SECTION THREE – VOLUNTARY WORK EXPERIENCE**  Please detail voluntary work, community activities, school placements and time caring for dependents and other activities you consider relevant to your application | | | | |
| Organisation Name: | Nature of Experience: | | | Dates: |
|  |  | | |  |
| **SECTION FOUR – EDUCATION, QUALIFICATIONS AND TRAINING**  Please detail any education, qualifications and/or training (including short courses) that you have undertaken, starting with the most recent first. | | | | |
| Institution Name: | | Subject and Level: | Grade: | Date achieved: |
|  | |  |  |  |
| **SECTION FIVE – SUPPORTING INFORMATION**  Please demonstrate how you meet the requirements of the post by providing examples of how your skills, experiences and training meet the requirements of the post set out in the person specification.  Please continue on separate sheets if necessary but please note, this section must a maximum of four A4 sides, using size 11 font or above. | | | | |
|  | | | | |
| **SECTION SIX – REFERENCES**  Please give details of two referees who can comment on your suitability for the post. One of your references should be your current or most recent employer. Your referee should not include relatives or personal friends. | | | | |
| **Referee 1** | | | | |
| Name: |  | | Position: |  |
| Organisation and Address: |  | | | |
| Contact Number: |  | | Email Address: |  |
| Can we contact this referee before interview: YES **☐** NO **☐** | | | | |
| **Referee 2** | | | | |
| Name: |  | | Position: |  |
| Organisation and Address: |  | | | |
| Contact Number: |  | | Email Address: |  |
| Can we contact this referee before interview: YES **☐** NO **☐** | | | | |
| **SECTION SEVEN – ELIGIBILITY TO WORK IN THE UK** | | | | |
| Do you require a work permit: | YES **☐** NO **☐** | | | |
| National Insurance Number: |  | | | |
| **SECTION EIGHT – REHABILITATION OF OFFENDERS**  Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. | | | | |
| Details of any criminal convictions which are not ‘protected’ should be sent under separate, confidential cover to:  Business Manager  The Pankhurst Trust (Incorporating Manchester Women’s Aid)  The Pankhurst Centre  60-62 Nelson Street  Manchester,  M13 9WP | | | | |
| **SECTION NINE – DATA PROTECTION AND DECLARATION** | | | | |
| As part of the recruitment process we collect and store sensitive personal data about you. In compliance with the Data Protection Act (1984), we are required to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 6 months after the date on on which it is submitted, for internal auditing purposes. All information will be treated confidentiality.  I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form, I give consent to the recording and storage of my personal data.  Signature:  Date: | | | | |

**GUIDANCE FOR APPLICANTS ON COMPLETING APPLICATION FORM**

* Please do not send in your CV. It will not be considered if you do.
* One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
* The person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the person specification.
* The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting, other life experiences and skills may be just as valid.
* If you are shortlisted for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.