



Employment application form

All applicants are required to complete the application form in full.

Please use black ink or type to complete the form.

| | |
|-----------------------------|--------------|
| Application for the post of | |
| Vacancy reference number | Closing date |

Personal details

| | | |
|---------------------------|--------------------|-------|
| Surname | Forenames | Title |
| Address | | |
| Postcode | Email | |
| Main contact phone number | Alternative number | |
| National Insurance number | | |

Education and qualifications (Secondary and higher education only is required) in chronological order

| Establishment | Qualification and subjects | Class of award | Awarding body | Date of award |
|---------------|----------------------------|----------------|---------------|---------------|
| | | | | |

Training courses

Please give details of any non-qualification training courses recently undertaken, relevant to the application.

| Date and duration | Title | Brief details |
|-------------------|-------|---------------|
| | | |

Employment

Please state exact dates and, where applicable, hours per week for any part-time appointments.

Current/most recent employment

| Employer name and address | Full-time or part-time | Date of appointment | Salary and grade |
|---------------------------|------------------------|---------------------|------------------|
| | | | |

Is this employment through an agency?

☐ YES

☐ NO

| |
|--------------------------------------|
| Post and brief description of duties |
|--------------------------------------|

| |
|---|
| Reasons for leaving and notice required |
|---|

Previous employment

Please start with the most recent employment, including details of any relevant unpaid work.

| Employer | Post, brief description of duties and reason for leaving | Full-time or part-time | Date From to | Salary and grade |
|----------|--|------------------------|--------------|------------------|
| | | | | |

ALL APPLICANTS - other information in support of application

Please outline your relevant experience, skills and abilities – gained both in and out of work – demonstrating how you meet the skills/experience detailed on the person specification/role outline. Please continue on a separate sheet if necessary. **CV's are not accepted.**

References

Please provide the names of three referees, one of which must be your current or most recent employer. Please use **BLOCK CAPITALS** and give all addresses in full with fax/email details if possible.

References will be requested for successful candidates once you have received a conditional offer. Up to three references will be requested. Do you agree to us approaching your referees at that time?

☐ YES

☐ NO

Any offer of appointment will be subject to the receipt of references which are satisfactory to Sheffield Centre for Independent Living.

Current/most recent employer

| | |
|---------------------|---------------|
| Name | Position held |
| Address | Postcode |
| Phone number (work) | (mobile) |
| Email | Fax |

Additional referees

| | |
|---|--------------|
| Name | |
| Address | |
| Phone number | Email or fax |
| Post/title/capacity in which person is known to you | |

| | |
|---|--------------|
| Name | |
| Address | |
| Phone number | Email or fax |
| Post/title/capacity in which person is known to you | |

| | | |
|---|------------------------------|-----------------------------|
| Are you a European Economic Area / EU citizen? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If not, will you need a certificate of sponsorship to do this job? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If stated on the advert, do you wish to be considered on a job share basis? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Declaration

| |
|--|
| I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal. |
| Signature |
| Date |
| If you are sending this form to the Sheffield Centre for Independent Living by email then you should note that, in the absence of this signature, the emailing of this application constitutes your personal certification that the details are correct. |

Equal opportunities monitoring

In order to complete your application process, please complete the electronic equal opportunities form which will be sent to you shortly after submitting your application. This is to help us implement and monitor our commitment to equal opportunities; all applicants for posts are asked to give equal opportunities information. It is the organisation's policy to employ the most suitable candidate and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national origin, disability, sex, marital status, sexual orientation, religion, belief or age.

For the policy of equal opportunities to be effective, the organisation seeks to keep up-to-date information about job applicants. The information that you provide will not be seen or used by those involved in the selection process. It is treated as confidential.