

Position applied for: _____

1. Personal details

Surname: _____ Title: _____

Forename(s): _____

Previous surname(s): _____

Address: _____

_____ Postcode: _____

Home phone number: _____ Mobile number: _____

Email: _____

Work phone number: _____ May we call you at work?

National Insurance number: _____

Please give dates/times when you will not be available for interview: _____

Please give details of any pension scheme to which you belong: _____

Are you currently working anywhere else within Enable or for another organisation?

If **yes**, please give an **average** number of hours you work per week: _____

and the **maximum** number of hours you work per week: _____

Where did you hear about this job? _____

2. Current or most recent employment (give details of your present or most recent work)

Employer's name and address: _____

_____ Contact number: _____

Job title: _____ from ___ / ___ / ___ to ___ / ___ / ___

Notice required: _____ Current salary and grade: _____

Brief description of current duties and responsibilities: _____

Reason for leaving (if applicable): _____

3. Employment history Please list all the jobs you have had following on from your most recent post and include details of voluntary work and/or employment on a temporary contract or via an employment agency. You must account for all your time since leaving school and provide details of any gaps in employment below. Continue on a separate sheet if needed and attach it to your form.

Employer name:	
Date of employment	Position and brief description of duties
From ___ / ___ / ___	Position
To ___ / ___ / ___	Duties
Reason for leaving:	
Salary (on leaving): £	
Employer name:	
Date of employment	Position and brief description of duties
From ___ / ___ / ___	Position
To ___ / ___ / ___	Duties
Reason for leaving:	
Salary (on leaving): £	
Employer name:	
Date of employment	Position and brief description of duties
From ___ / ___ / ___	Position
To ___ / ___ / ___	Duties
Reason for leaving:	
Salary (on leaving): £	
Employer name:	
Date of employment	Position and brief description of duties
From ___ / ___ / ___	Position
To ___ / ___ / ___	Duties
Reason for leaving:	
Salary (on leaving): £	

Periods of non-employment Indicate nature/reasons for any non-employment including dates:

Continue on a separate sheet if necessary.

4. Education, training and qualifications Starting with the most recent please provide accurate details, dates and grades for all the educational establishments and qualifications relevant to the job you are applying for, and include any listed in the person specification. Shortlisted applicants are required to bring to the interview the original certificates of all qualifications listed. Or, you will be asked to provide them if a conditional offer is made to you. (Please continue on a separate sheet if necessary and attach it to your form.)

Name of school, college or university	Name of course/studies	Date taken/to be taken	Qualification level/grade obtained
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	
		From __/__/__ To __/__/__	

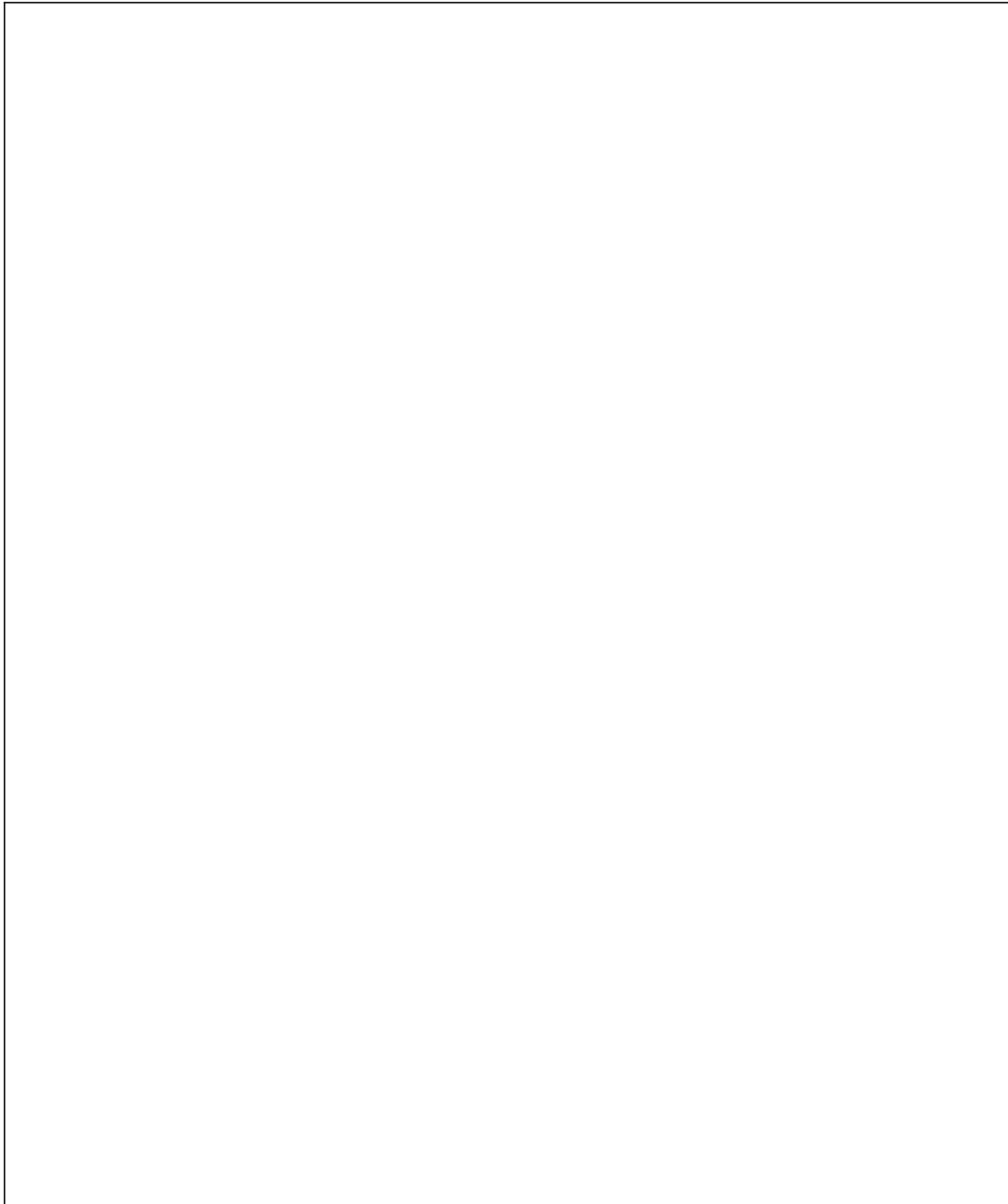
5. Membership of professional bodies/professional qualifications Please provide details of your membership and relevant membership number.

Name of body	Qualification of membership (class/grade)	Date obtained	Was membership gained by examination?	Is membership still current?
		__/__/__		
		__/__/__		
		__/__/__		
		__/__/__		
		__/__/__		
		__/__/__		

I understand that I must provide original evidence of the highest or most relevant qualifications listed above and that failure to do so may result in a job offer being withdrawn.
(Please tick)

6. Further information on knowledge, skills, abilities and experience

Please use this space to tell us how you meet the job requirements that are listed in the person specification. You must address all items in the person specification to allow us to assess your suitability to be shortlisted and put forward for the selection process. Supply evidence of your strengths and give clear, relevant examples of your experience, skills and knowledge when addressing each requirement. Your evidence may include skills and experience gained in employment, voluntary work, community or leisure activities. You may attach a CV but it must be in addition to the information you provide here.



7. Referees Please provide full details of two referees: one must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishment that you attended and/or the manager of a voluntary group for whom you have worked. Please note, Enable has the right to seek a reference from any previous employer/school/college/university and take up more than two references.

We may wish to take up references prior to interview; if you are shortlisted:

May we contact your first referee before interview?

May we contact your second referee before interview?

Name of 1st referee: _____

Job title: _____

Organisation: _____

Address: _____

Date of employment/study: From ___/___/___ To ___/___/___

Relationship with referee (e.g. line manager): _____

Phone number: _____ Email: _____

Name of 2nd referee: _____

Job title: _____

Organisation: _____

Address: _____

Date of employment/study: From ___/___/___ To ___/___/___

Relationship with referee (e.g. line manager): _____

Phone number: _____ Email: _____

8. Relationship

Are you related to, or do you have a friendship or close personal/business association with, any employee of Enable Leisure and Culture?

If YES, please give their full name and the relationship: _____

9. Employment restrictions

9a Visa

Are there any restrictions or conditions affecting your ability to take up or remain in employment in the UK? E.g. do you require a work permit? Are you a highly skilled migrant or a working holidaymaker?

If **YES**, please give details, including – if you are already in the UK – details of your current employer, visa/leave to remain, expiry date, certificate of sponsorship number and tier under which you are employed.

9b Working time regulations

If you are offered this job will you have any other paid work

If **YES** please provide the following:

Employer(s): _____

Address: _____

Phone number: _____

Nature of work: _____

Date employed from: ___/___/___ To: ___/___/___

Number of hours a week: _____ Working times/days: _____

Are these arrangements subject to change (e.g. shifts)

If **YES**, please give details: _____

Do you have any requirements to allow you to take part in an interview?

If **YES**, please specify: _____

Application form

10. Declaration

Providing any misleading or false information to support your application or canvassing staff of Enable LC directly or indirectly for an appointment will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph (please tick)

DATA PROTECTION ACT 1998

I understand that the information given on this form will be used by the employer, Enable Leisure & Culture, for:

- the purpose of processing my application for employment,
- monitoring Enable LC's employment policies; and if my application is successful,
- recording information relevant to my employment.

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998. I hereby consent to the processing by Enable Leisure & Culture for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Signature of applicant: _____ **Date:** ____ / ____ / ____

Equal opportunities recruitment monitoring form

To make sure that recruitment and selection is being carried out fairly and to help check that Enable LC's equal opportunities in employment policy is working, Enable records the race, gender, disability and age of people who apply for its jobs. This form will **not** inform assessment or be shared with the selection panel. You are asked to answer the following questions. Thank you for your assistance.

Position applied for: _____ Post ref number: _____

Surname: _____ First name(s): _____

Gender: _____ Date of birth: ___ / ___ / ___

Are you currently employed by Enable LC?

Please read the following carefully before placing a tick in the appropriate box.

I would describe myself as being the following:

1. White

- British Irish
- Any other White background e.g. European. Please specify: _____

2. Mixed

- White & Black Caribbean White & Asian White & Black African
- Any other mixed background. Please specify: _____

3. Asian or Asian British

- Indian Pakistani Bangladeshi
- Any other Asian background. Please specify: _____

4. Black or Black British

- Caribbean African
- Any other Black background. Please specify: _____

5. Chinese or other ethnic group

- Chinese Any other. Please specify: _____

Disability

Enable is keen to encourage disabled people to apply for jobs at the company. The following information is sought for monitoring purposes.

a.) Do you consider yourself to have a disability, which is defined in the Equality Act 2010 as ‘a physical or mental impairment and the impairment has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’?

If **yes**, please indicate the nature of your disability: _____

Do you require any adjustments in relation to your disability?

If yes, please specify the required adjustments: _____

Equal opportunities in employment policy

Enable operates the following equal opportunities in employment policy, which has been jointly agreed with representatives of its staff: -

“It is the policy of Enable that there be equal opportunity for employment in its service and equitable terms and conditions for all staff, and that all employees be recruited, trained and promoted on the basis of their ability, their fitness for the work and the requirements of the job.

Enable instructs the Managing Director and each manager, supervisor or other officer with duties on behalf of Enable as employer and all employees –

a) to ensure that the terms of the Equality Act 2010 and this policy are observed, and that no unlawful discrimination is permitted on grounds of religion or belief, colour, race, nationality or ethnic or national origins, marital status, sex, sexual orientation, disability or age; and

b) to ensure a positive attitude towards equality of opportunity and the administration of staff policies to that end.

Managers are instructed to ensure that the terms of this policy are communicated to each employee, with guidance in the use of Enable’s harassment procedure or grievance procedure as a means of making any complaint of discrimination or failure to accord equality of opportunity.”

Declaration

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998. I hereby consent to the processing by Enable LC for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Signature of applicant: _____

Print name: _____

Date: ___ / ___ / ___

Email application and monitoring form to jobs@enablelc.org

Or post to: Confidential, Head of Resources Team, Enable Leisure & Culture, Town Hall SW18 2PU