

JOB REFERENCE:

Please return this application to:

Penderels Trust, Resource House, 1a Brandon Lane, Coventry CV3 3GU

If you have an enquiry please contact us on 02476 511611 or email enquiries@penderelstrust.org.uk

Personal Details
Name:
Address:
Telephone No:
Mobile:
Email:

Disability Confident Employer - Interview Scheme
Are you registered as a disabled person?
Any person with a disability who meets the essential requirements of the job will be guaranteed an interview.
If you answered yes to the above question please complete the equal opportunities – disability support information document and return it with this application

Present Occupation or Most Recent Employment
Name and Address of Employer:
Job Title:
Date of Appointment:
Period of Notice:
Salary and Other Benefits:
Summary of Main Duties and Responsibilities:

Previous Employment

Please start with your most recent employment first and give details of any employment breaks. Continue on a separate sheet if necessary.

Employment Dates	Employer	Position	Salary / Grade	Reason for Change

Education, Professional and / or Vocational Qualifications

Dates	School/College/University	Level and Subject	Grade

Training / Short Courses Attended Relevant to Post

Date(s)	No. of Days	Provider	Course Title

Personal Statement and Additional Information

Use this section to outline the skills and abilities you have gained which make you a good candidate for this job. Make sure you demonstrate how you meet the job requirement detailed in the job description and person specification. This may be from previous employment or voluntary work. Please continue on a separate sheet if necessary.

References

Please give the names and contact details of two people who will provide a reference regarding your suitability for employment. We require one referee to be your present or most recent employer, usually your line manager or HR department. The other referee can be from a previous manager or someone who has known you in professional capacity. We cannot accept references from members of your family, friends or a work colleague who's not your line manager / HR department.

If you are known to your referee by a different name, please state:

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relationship to you:	Relationship to you:

Driving Licence

Do you hold a full and current UK driving licence?

Do you have unrestricted use of a vehicle?

Declaration of Criminal Convictions

This post may be subject to the completion of a satisfactory DBS check prior to appointment.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

If you answered yes to the above question please confirm the following

Type of Conviction:

Date When Committed:

Sentence Received:

Guidance and criteria on the filtering of these cautions can be found on www.gov.uk

Relations Who Work for The Trust

Are you related to anyone, or know of anyone, who is an employee of Penderels Trust:

Please state who and your relationship to them:

Equal Opportunity Policy

The enclosed questionnaire does not form part of your application. It will be kept separately and only used to monitor the effectiveness of our Equal Opportunity Policy. It will not be seen by the staff responsible for shortlisting your application.

Personal Declaration

I certify that to the best of my knowledge, the information provided is complete and correct. I further certify that I have not omitted or withheld any information which may be relevant to my future employment and understand that this may result in a withdrawal of employment offer or dismissal if already employed.

Signed:

Date: