



Please return this application to: **Penderels Trust, Seven Stars Estate, Wheler Road, Coventry, CV3 4LB**

CONFIDENTIAL

Please complete in black ink or typescript

PERSONAL DETAILS

Title :	Surname :
First Name:	
Address : _____	
_____ Post code: _____	
Tel: (Day) _____	Tel: (Eve) _____ Email: _____

GUARANTEED INTERVIEW FOR DISABLED PEOPLE (DETAILS ENCLOSED)

Are you registered as a disabled person? **Yes / No** Any such person who meets the essential requirements of the job will be guaranteed an interview. (See job pack for definition). If this is the case do you require any special arrangements to be made? If so, please state

Yes / No

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

PREVIOUS EMPLOYMENT

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

Dates	Employer	Post Held	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 THIS POST

Date	No. of Days	College or Organisation	Course Title

PERSONAL STATEMENT AND ADDITIONAL INFORMATION (An independent CV is not acceptable)

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 and other unpaid work. **Please continue on a separate sheet if necessary.**

REFERENCES

Please give names and addresses of two people who will provide a reference regarding your suitability. We require the first referee to be your present or most recent employer, usually your line manager. The second referee should also be a previous supervisor or professional tutor. We cannot accept **personal** referees or references from colleagues unless otherwise requested.

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

Name: _____

Address: _____

Tel: _____

Relationship: _____

Name: _____

Address: _____

Tel: _____

Relationship: _____

References will be obtained on all short-listed candidates before interviews unless you specifically indicate otherwise :

Yes / No

DRIVING LICENCE

Do you hold a full and current UK driving licence ?
Do you have unrestricted use of a vehicle?

YES / NO
YES / NO

DECLARATION OF CRIMINAL CONVICTIONS

Due to the nature of certain posts, and under the Rehabilitation of Offenders Act 1974, we require you to declare all current or 'spent' criminal convictions or cautions. Have you ever been convicted of, or cautioned for, a criminal offence?

YES / NO

If yes, please confirm:

TYPE OF CONVICTION : _____

DATE WHEN COMMITTED: _____

SENTENCE RECEIVED: _____

Answering 'yes' will not necessarily exclude you from being invited to interview. However, if you do have a conviction and do not declare it now, you may be dismissed if we subsequently discover this once we have employed you.

CRB CHECK (Criminal Record Bureau)

The post is subject to the completion of a satisfactory CRB check prior to appointment.

RELATIONS WHO WORK FOR THE TRUST

Are you related to anyone, or know of anyone, who is an employee of Penderels Trust? **YES / NO**
Please state who and your relationship to them _____

MISSION AND VALUES STATEMENT

Penderels Trust believes in treating people justly and fairly, whatever their age, religion, disability, gender, race, culture, sexual orientation or marital status.

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 short-listing 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 _____

STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

Penderels Trust is an Equal Opportunities employer we strive to promote and operate an Equal Opportunities Policy in all aspects of employment both for fairness and the need for us to recruit a high standard of people working for the organisation. This statement sets out what our staff or people, who are interested in working for us, are to expect when employed by us.

All staff and Trustees are committed to ensuring that:

- You will be considered for jobs and promotion solely on the basis of your ability to undertake the job. This is regardless of race or gender. Disability will be taken into account only as far as it affects your ability to do the job.
- We aim to make our recruitment process as fair and as equitable as possible, should you feel that you have been unfairly treated or discrimination against you have the right to access our comments and complaints procedure.
- Personal matters circumstances will not be taken into consideration when they have no bearing on the job. However, if a situation that may affect your ability to fulfil the role is not declared in interview, we do have the right to dismiss the person appointed once they have taken the job (as this may be considered as misrepresentation).
- You will receive fair and equal consideration for training, regardless of race, religion, gender, or disability. The same applies whether you are full or part time.
- If you have a disability, we do have adapted premises and do our best to provide equipment to meet your needs.
- Where job losses are unavoidable, you will not be selected for redundancy on the basis of your race, gender, religion, or any disability.
- Sexual or racial harassment will not be tolerated and prompt action will be taken which will include disciplinary action where appropriate.
- Sensitivity to equal opportunities will continue to be encouraged among our managers and employees, supported by relevant training.
- Any information you supply to us on the recruitment monitoring form concerning your race, gender, religion, or disability will not be used in the selection process and will remain confidential.
- This information will be used to monitor trends with our workforce and in our recruitment activities and the results will be used to strengthen our equal opportunities policy.

Surname: _____

Job Reference: _____

Forename: _____

Please state here where you learned about this vacancy: _____

EQUAL OPPORTUNITIES MONITORING FORM

Penderels Trust does not discriminate unfairly or unlawfully in recruitment, employment, or other treatment. We are legally required to monitor the information requested below to ensure equality of opportunity. **Any information you provide on this form is confidential and for monitoring purposes only. It will NOT be used as part of the selection process.**

(Please enter details and tick appropriate boxes below)

GENDER Male Female

DATE OF BIRTH _____ DD/MM/YYYY

ETHNIC ORIGIN

NATIONALITY _____

White: British

Asian or Asian British: Pakistani

White: Irish

Chinese

Other White background*

Other Asian background*

Black or Black British: Caribbean

Mixed: White and Black Caribbean

Black or Black British: African

Mixed: White and Black African

Other Black background*

Mixed: White and Asian

Asian or Asian British: Indian

Other Mixed Background*

Asian or Asian British: Bangladeshi

Other background*

RELIGION OR BELIEF – Monitoring this will enable us to make appropriate adjustments where possible. We are not legally required to monitor this information

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion or belief

Any other religion (please state)

DISABILITY SUPPORT INFORMATION

The definition of disability according to the Disability Discrimination Act 1995 (DDA) is “A physical or mental impairment which has a substantial or long-term adverse effect on a persons ability to carry out normal day-to-day activities.” (Long-term is taken to mean more than 12 months). Anyone who has a diagnosis of HIV, cancer or Multiple Sclerosis is automatically treated as disabled under the DDA. We do not discriminate on the grounds of a persons disability and we are committed to providing appropriate support for employees with disabilities. The following information will assist us to do this.

Do you consider that you have a disability or health condition which falls within the above Disability Discrimination Act definition? Yes No

If 'No' you do not have to submit this form. Please disregard this form. If 'Yes' please complete the rest of this form.

Please select the nearest description of your disability / disabilities below:

Specific Learning Disability, e.g. Dyslexia, dyspraxia, dyscalculia	<input type="checkbox"/>	Blind / serious visual impairment	<input type="checkbox"/>
Deaf / serious hearing impairment	<input type="checkbox"/>	Wheelchair user or other physical or Mobility impairment	<input type="checkbox"/>
Cognitive impairment, e.g. Autistic Spectrum Disorder or from head injury	<input type="checkbox"/>	Mental health conditions including depressive illness	<input type="checkbox"/>
General learning disability e.g. Down's Syndrome	<input type="checkbox"/>	Long-standing illness or health condition (e.g. epilepsy, HIV, asthma, diabetes, cancer)	<input type="checkbox"/>

Any disability, condition or special needs not listed above – please state:

Information disclosed regarding your disability and/or additional needs will be dealt with in the strictest confidence. Without knowledge of your disability, it may be difficult to fully support your needs and make necessary adjustments for you.

Would you like us to contact you to discuss any support requirements prior to any interview or taking up any position offered at Penderels Trust.

If 'Yes' please give a contact number or email address Yes No

Penderels Trust is spread over several sites and access and assistive technology arrangements vary slightly depending on the location. Please indicate if you are likely to require any of the following at any stage of your application:

Information in large print	<input type="checkbox"/>	Induction loop system	<input type="checkbox"/>
Sign language interpreting	<input type="checkbox"/>	Wheelchair access	<input type="checkbox"/>
No support required	<input type="checkbox"/>	Other (please specify)	

If you have completed Part 2 please return this form with the Equal Opportunities Monitoring Form