

EMPLOYMENT APPLICATION FORM

Application for post of IAG Training, Support & Outreach Worker

Please complete all sections clearly, and return this application by the closing date to: Tom Robson, LASS, The Michael Wood Centre, 53 Regent Road, Leicester LE1 6YF. Please mark the envelope confidential. Or return by email with 'Vacancy IAG' in the subject line to: Tom Robson: tom@lass.org.uk

Closing Date for applications: Tuesday, 17th July 2018 at 12:00 noon.

Curriculum Vitae's can only be accepted with a completed application form and will not be used in the shortlisting process. Please type or write clearly on this form.

Personal Details

Forename		Surname	
Telephone		Mobile	
Postal Address (inc postcode)		Email Address	

Are you a British citizen or a national of any EU country? (please circle)	Yes <i>(Move to next page)</i>	No
If not, do you have the right to work in the UK and a current work permit?	Yes <i>(Move to next page)</i>	No
If so, please state the expiry date of your right to work in the UK and/or your work permit*.	Date:	

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Education

Please start with most recent and continue on a separate sheet if necessary.

Education Institution	Dates	Qualifications gained	Grades

Other Training

Please start with most recent and continue on a separate sheet if necessary.

Training institution	Nature of Training	Dates

Present Employer or Volunteering Placement

Please continue on a separate sheet if necessary

Post Held:	Salary:
Employer's Name	
Date of Appointment:	Length of Notice Required:
Brief Description of Duties:	

Previous Employment

Please continue on a separate sheet if necessary

Employer	Job Title	Salary	Dates of employment	Reason for leaving

Application Criteria

Please continue on a separate sheets if necessary

Using the Job Description and Person Specification, demonstrate how you meet each of the essential and desirable criteria.

References

Please give details of two referees. One of these should be your last or most recent employer or volunteering manager. We will only ask for references if we make you a formal offer of employment.

	Reference 1	Reference 2
Name		
Position Held		
Email Address		
Telephone Number		
Postal Address		

Where did you find out about this post?

If you require any special arrangements to be made for your interview and/or assessment on account of a disability, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your interview and/or assessment and thus meet our obligations under the equality act 2010.

Declaration:

I declare the details given in this application are to the best of my knowledge true. I understand that any offer of employment is subject to satisfactory references. I agree to undertake a disclosure and barring service (DBS) check at 'Enhanced' level through the Disclosure and Barring Service (*see statement below*). I understand LASS may request confirmation of my qualifications will check my legal entitlement to work in the UK.

I also give permission for my information to be used by LASS for the purposes of my job application, for statistical monitoring and my possible involvement in LASS which I understand will be processed in line with the Data Protection Act and LASS' Confidentiality Policy.

Signature: _____ **Date:** _____

Employing People with Criminal Convictions

LASS believe in the potential for change and are committed to promoting equality of opportunity for all and in avoiding generalised stereotyping and labelling of people. We welcome applications from people from diverse backgrounds, including those with criminal convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Due to the nature of our work, LASS meets the requirements in respect of exempted questions under the 'Rehabilitation of Offenders Act 1974'. Consequently, all applicants who are offered employment will be subject to a satisfactory DBS check from the Disclosure and Barring Service at Enhanced level. This will include details of cautions, reprimands, final warnings & convictions.

A conviction will not necessarily prevent a person from becoming employed with us. This will depend on the circumstances and background to the conviction, the person as they now are and the nature of their involvement.

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Equal Opportunities Monitoring Form

In accordance with our policy on equal opportunities in employment, LASS will provide equal opportunities to any employee or job applicant and will not discriminate because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Please circle your answer

1 Gender:

Male (Including Trans Male)
Female (Including Trans Female)
Other
Prefer not to say

2 Age

18-29 30-49 50-65 65-74 75+

5 Ethnic origin

Please circle

White

British
Irish
Any Other White Background

Black or Black British

Caribbean
African
Any other black background

Asian or Asian British

Indian
Pakistani

3 Do you have responsibility for dependants?

Yes / No

4 Do you have any disabilities?

YES/NO

Bangladeshi
Any other Asian Background

Mixed

White/Black Caribbean
White and Black African
White and Asian

Any other mixed background

Other Ethnic Groups
Chinese
Other (Please specify) _____
Prefer not to say