**ORL Application Form**

**Current or most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Job title | Start date | Salary | Notice period required |
| Name and address of employer: | | Brief description of main duties: | |

**Previous employment**

Give details of your previous employment. Start with the most recent and go back at least 10 years. Include any unpaid or voluntary work. Include any gaps in your employment e.g. to care for relatives or unemployment. Please continue on a separate sheet if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer: | Job title: | Start date: | End date: | Reason for leaving: |
| Main duties: | | | | |
| Name and address of employer: | Job title: | Start date: | End date: | Reason for leaving: |
| Main duties: | | | | |
| Name and address of employer: | Job title: | Start date: | End date: | Reason for leaving: |
| Main duties: | | | | |

**Education**

|  |  |  |
| --- | --- | --- |
| School / College / University | Dates | Exams / Course completed (with grades) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

Please give details of any training courses completed, including any training provided by your employer, which is relevant to this job application.

| Name of course | Date completed | Brief description |
| --- | --- | --- |
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**Statement in support of your application**

Please read the job description the person specification for this job, which describes the essential knowledge, experience and skills expected of the post holder.

Using this information, please attach statement to tell us how you match up to the requirements of the job. Please do not exceed 1,000 words.

**References**

Please provide the names and addresses of two referees. Referees must not be friends or relatives. They must be able to comment on your suitability for the post you are applying for. One of the referees must be your current or most recent employer.

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
| Name  Organisation | Name  Organisation |
| Address  Postcode | Address  Postcode |
| Email | Email |
| Job title | Job title |
| Relationship to you | Relationship to you |

**PERSONAL DETAILS FORM**

**Post applied for:**

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | First Names: | | Title: |
| Home address and postcode: | | Telephone numbers  Home:  Mobile: | |
| e-mail address: | | | |

**Additional information**

|  |  |  |
| --- | --- | --- |
| Are you related to anyone who works for One Roof Leicester, or is a tenant or resident, or is connected to ORL in another capacity?  If ‘yes’ please give details: | | |
| **Do you require a permit to work in the United Kingdom?** Yes  No | | |
|  | **Yes** | **No** |
| Do you have a current driving licence? |  |  |
| Do you have any current endorsements on your licence? |  |  |
| Do you have access to a car that you could use at work? |  |  |
| Because of the nature of the work involved you are required to disclose criminal convictions including those ‘otherwise spent’. Do you have any convictions that should be considered? |  |  |
| If you answered ‘yes to the previous question, please give details: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equality monitoring** | | | | | |
| White | British |  | Mixed multi ethnic | White & Black Caribbean |  |
| Irish |  | White & Black African |  |
| Polish |  | White & Asian |  |
| Lithuanian |  | Arab |  |
| Asian or  Asian British | Indian |  | Chinese or other ethnic groups | Chinese |  |
| Pakistani |  | Philippine |  |
| Bangladeshi |  | Vietnamese |  |
| Nepali |  | Thai |  |
| Black | Caribbean |  | Gypsy & Traveller | Irish |  |
| African |  | Romany |  |
| British |  |  |  |  |
| Any other ethnic or nationality background not listed, please state: | | | | |  |
| Prefer not to say | | | | |  |

**Declaration**

To the best of my knowledge I declare that the information contained in this application form is accurate and correct. I understand and agree that:

a) The provision of false information may result in disqualification from the recruitment process or termination of employment.

b) The information provided on this application may be stored and processed by ORL for a period of four months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.

c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.

d) Under the Rehabilitation of Offenders Act failure to disclose any convictions spent or otherwise will result in non-appointment or disciplinary action and potential dismissal.

f) Where necessary I hereby agree to a disclosure being made by the Disclosure and Barring service about the existence and content of a criminal record spent or otherwise.

g) If I am successful in gaining employment with ORL and as part of my role I am required to be registered with the Independent Safeguarding Authority (ISA), ORL may automatically register their interest to monitor the status of my ISA registration.

h) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, I am indicating my consent to the information being processed for all employment purposes as defined in the The General Data Protection Regulation 2018 (GDPR), and any verification checks that may be made.

**Signed Date:**

**Email to:** [**recruitment@oneroof.org.uk**](mailto:recruitment@oneroof.org.uk) **or post to Recruitment, One Roof Leicester, 65 Regent Road, Leicester LE1 6YF**