Candidate Ref No. ………..

**Halton & St Helens VCA**

**Application Form**

**General notes and guidance**

Please complete in black ink or type. We cannot consider any applications where this form has not been fully completed. ***Curriculum Vitae’s will not be considered.***

When completing your application form please ensure that you address each point of the Person Specification requirements. Please detail them as they are in our document, point by point.

It may be useful to photocopy your application prior to sending it to us. You may need to refer back to it.

This sheet will be removed form the rest of your application form when we shortlist to ensure all candidates are treated equally.

**Data Protection Act 1998**

Information on this form will be processed in accordance with the Data Protection Act 1998. Strict confidentiality will be observed and disclosures will only be made for personnel administration purposes. If your application is unsuccessful the data will be held for 6 months and then destroyed.

Post applied for **Finance & Payroll Assistant** Closing date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Personal details**

|  |  |  |
| --- | --- | --- |
| Full Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone Number | Day |  |
|  | Evening |  |
| Email |  | |

Candidate Ref No. ………..

**2. Current Employment**

(Please provide details of your current employment)

|  |  |
| --- | --- |
| Employers name &  Address | Job title and brief description of duties |
|  |  |
| Dates of employment |  |
| Salary |  |

**3. Previous Employment**

(Please provide details of your previous employment. Please start with your most recent)

|  |  |  |
| --- | --- | --- |
| Employers name &  address | Dates of  employment | Job title and brief description of duties |
|  |  |  |

**4. Qualifications**

(Please list qualifications relevant to this post and schools/colleges attended)

|  |  |  |
| --- | --- | --- |
| Schools/Colleges  attended | Dates | Qualifications gained |
|  |  |  |

**5. Training**

(Please list any training courses attended relevant to this post e.g. work based training or in house training etc.)

|  |  |  |
| --- | --- | --- |
| Establishment | Dates | Course/Training attended |
|  |  |  |

**6. Experience relevant to this post**

Please state how your skills and experience are relevant to this post.

Please look carefully at the **PERSON SPECIFICATION** enclosed and use this space to tell us how you think you meet the requirements in it. Please use additional sheets if necessary.

**7. Referees**

Please provide two names and addresses of referees (one must be of your current or most recent employer). Please indicate if your references may be contacted prior to interview.

|  |  |
| --- | --- |
| Name  Position  Organisation  Address  Postcode  Telephone no.  Contact prior to interview Yes/No | Name  Position  Organisation  Address  Postcode  Telephone no.  Contact prior to interview Yes/No |

**8. Rehabilitation of Offenders Act**

Due to the nature of this post and the potentially vulnerable client group applicants should note the post is covered by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and if employed will require you to have an enhanced CRB check.

Please indicate if you have had any previous criminal convictions, including those considered spent. Yes/No

**9. Other Information**

Do you have a valid driving licence? Yes/No

If yes type of licence

How many days have you been absent from work/education in the last 2 years (apart from holidays) and why?

**11. Legal Requirements**

In order to comply with Immigration Act 1996 we are required to ask for proof of your right to work in the UK. This will be requested once an offer of employment has been made. However if you require a work permit in order to work in the UK please indicate here:

Yes / No

**12. Declaration**

|  |
| --- |
| I confirm that the information given in this application is true and correct.  Signed Date |

Please return this form by email , **marked ‘private & confidential – job application’,** by **midnight on Sunday 19th June** to dmorris@haltonsthelensvca.org.uk

CONFIDENTIAL

**Halton & St Helens VCA**

**EQUAL OPPORTUNITIES MONITORING FORM**

Halton & St Helens VCA is striving to be an equal opportunities organisation. We are committed to developing an equal opportunities code of practice, which allows us to check our recruitment practice, and ensure we promote fairness in the overall employment process. Halton & St Helens VCA is an equal opportunities employer and complies with the Equality Act 2010.

This form helps us to do that. We would like you to complete and return this form with your application, or you can send it back separately. This is entirely voluntary on your part and will not affect your application.

Please be assured that the information you provide in this form will be handled anonymously and confidentially, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals.

Please tick the appropriate boxes.

I would describe my ethnic origin as:

|  |  |  |  |
| --- | --- | --- | --- |
| Black - British |  | Chinese |  |
| Black - African |  | Other European |  |
| Black - Caribbean |  | White - British |  |
| Black – Other |  | White - Irish |  |
| Asian British |  | White - European |  |
| Indian |  | White – Non-European |  |
| Bangladeshi |  | Other |  |
| Pakistani |  | Prefer not to answer |  |

I am:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer not to say |  |

|  |
| --- |
| Do you consider yourself to have a disability or long term health condition? YES/NO  What is the effect or impact of your disability or health condition?  Prefer not to say |

What is your sexual orientation?

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual / Straight |  | Gay |  |
| Bisexual |  |  |  |
| Other |  | Prefer not to answer |  |

Please select one of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Under 16 |  | 36-50 |  |
| 16-25 |  | 51-60 |  |
| 26-35 |  | 61+ |  |

Please tick which best describes you:

|  |  |  |  |
| --- | --- | --- | --- |
| Christian |  | Roman Catholic |  |
| Hindu |  | Buddhist |  |
| Muslim |  | Jewish |  |
| Other religion or belief |  | Sikh |  |
| Non religion |  | Prefer not to answer |  |

|  |
| --- |
| **Where did you see the job advertised?** |

All equal opportunities monitoring forms ask people to put themselves in categories. We recognise that not everyone will agree on which categories should be used in a form like this. It is also important that people are not compelled to disclose information which they would prefer to keep private. In creating this monitoring form, we have tried to take all of these issues into account as far as possible.