Tree of Life Centre Wythenshawe

### Application Form

Position applied for:

Would you like to be considered for Full-time or Part-time hours…………………………………

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| Personal Details  Forename:…………………………….  Surname:………………………………  Email :………………………………… | Address: ………………………………………….. ……………………………………………………...  ………………………………………………………  Telephone No. Day: ……………………………..  Evening: ……………………………… |

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| References Please provide the names and addresses of two referees. One referee should be your current or most recent employer. Your references will normally be taken up if you are invited to an interview.  May we contact your referees before interview? YES NO | |
| Referee 1  Name …………………………………………….  Address ………………………………………....  .……………………………………………………  …………………………………………………….  Tel: ……………………………………………….  Position: …………………………….…………..  Relationship to you …………………………... | Referee 1  Name …………………………………………….  Address ………………………………………....  .……………………………………………………  …………………………………………………….  Tel: ……………………………………………….  Position: …………………………….…………..  Relationship to you …………………………... |

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| Have you ever been convicted of an offence which is not regarded as spent  under the Rehabilitation of Offenders Act 1974? YES NO |

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| I declare that the information I have provided in this application form is true and complete. I understand that any false statement or omission renders me liable to dismissal. I also understand that a police check will be required within three months  Signature …………………………………. Date …………………………… |

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| Employment |  |
| Present or most recent work experience  (paid or voluntary).  Position…………………………………………….  Date started/left……………………………………  Salary (if paid)……………………………………..  Reason for leaving……………………………….........................  Days sick in last 2 years ................................ | Employers name and address:  ……………………………………………………….  ……………………………………………………….  ……………………………………………………….  Employer’s activity………………………………..  ……………………………………………………….  Date you could start work:……………………….. |
| Description of duties in most recent work: | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment (paid or voluntary, most recent first) | | | | | | | | |
| From | To | Employer | | | | Position and duties | | |
|  |  |  | | | |  | | |
| Education | | | | | | | | |
| School/College/etc | | | From | To | Qualifications | | Grade | Year |
|  | | |  |  |  | |  |  |

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| --- | --- | --- | --- |
| Training Courses | | | |
| Training Provider | Year | Duration | Course |
|  |  |  |  |

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| Involvement in Community and Voluntary Projects |
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| Supporting Information.  Please state how you meet the criteria listed on the Person Specification, giving examples of your experience in each area, where possible. Continue on a separate sheet if necessary. |
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EQUAL OPPORTUNITIES MONITORING

Our policy includes all applicants receiving equal treatment based upon their ability to undertake the job and not upon age, caring responsibilities, class, colour, disability, gender, geographical location, marital status, mental health, nationality, parental status, racial origin, religious belief, sexuality or unrelated criminal conviction.

We would be grateful for your help by completing this monitoring form. The information you supply will be kept confidential and used only to produce statistics. This page will be kept separate and will not be available to people involved in short listing or interviewing.

Ethnic origin: (please tick appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
| White |  | Pakistani |  |
| Black Caribbean |  | Bangladesh |  |
| Black African |  | Chinese |  |
| Black other  Please specify |  | Indian |  |
| Other  Please specify |  | Other Asian Groups  Please specify |  |

Where did you see the post advertised?