

Fareham Community Action

www.farehamaction.org.uk

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Hampshire
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Job Application Form

(Please complete in BLACK ink and check it is NOT GREY!)

Ref.

Application for Post of:

Please give your reasons for applying for this post. What are the skills, interests and experience that you could bring to the post? Please include details of any voluntary work. Note that the tasks required to be undertaken by the post holder are detailed in the Job Description. Applicants are advised to present evidence of how they meet the criteria given in the Person Specification.

Do not enclose a separate CV or references; they will not be copied to the selection panel.

A. Why do you wish to be considered for this post?

Please continue over if you wish.

Please return completed form in an envelope marked "CONFIDENTIAL" and
for the attention of the CHIEF EXECUTIVE

Reasons for applying for the post (continued if necessary).

Then *If using Word then adjustment can be made to this table format.*

B. Please present evidence of the extent to which you meet each part of the person specification.

Please use up to one more side of A4 if you wish.

Education & Training

Please give details of your educational qualifications and experience, including subjects taken and short courses where appropriate.

School/College/Organisation (with dates)	Qualifications/Courses/Subjects taken with grades where applicable Please continue overleaf if you wish
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Current Employment (please include paid and unpaid work)

For how many hours per week are you currently employed?

Present or most recent employer/organisation

Name and Address	Job Title and brief description of responsibilities	From	To
Please continue overleaf if you wish			
Reason for wanting to leave			

Previous Employment

Name and Address	Job Title and a brief description of responsibilities	From	To
Please continue overleaf if you wish			

If appointed when could you start this job?

for continuation of any section you wish

Ref.

Application for the Post of:

Personal Details please complete IN BLOCK CAPITALS

Surname	<input type="text"/>	Forenames	<input type="text"/>
Address	<input type="text"/>		
Telephone No Daytime	<input type="text"/>	Evening	<input type="text"/>
Private email address, if possible:	<input type="text"/>		
Are you between 18 and 65	Yes/No	If no please give date of birth

Criminal Convictions

Many posts in Fareham Community Action meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Many of the staff roles involve contact with or availability of information about vulnerable people, those in such roles will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. See the policy statement in the general information.

We require unspent convictions to be declared and will consider their relevance in the light of the policy which is outlined above.

Do you have any unspent criminal convictions, Yes No
if Yes please give details, date and nature of offence(s),

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

Signature

Date

REFEREES

Please give the names and addresses of two referees, who should not be related to you. Unless there is good reason, we would prefer one of these to be taken from your most recent employer or course supervisor (where applicable). References for all short-listed candidates will be taken up prior to interview. If you do not wish us to take up a reference from your current employer at this stage, please say so and it would then be helpful to us if you could give an additional referee who can be contacted prior to interview. If the employer reference is not taken up at this stage any offer of appointment will be made subject to that reference being satisfactory.

REFEREE 1 (Current or **most recent** EMPLOYER / or course SUPERVISOR if in education)

NAME POSITION

COMPANY

ADDRESS

TELEPHONE NUMBER

Please tick if we should not contact prior to final selection *

REFEREE 2

NAME

COMPANY

ADDRESS

TELEPHONE NUMBER

Please state in what capacity the referee is known to you

REFEREE 3 Alternative referee if employer is not to be contacted before offer

NAME

COMPANY

ADDRESS

TELEPHONE NUMBER

Please state in what capacity the referee is known to you

Fareham Community Action

Recruitment -- General Information

General Information about the CVS.

A membership leaflet is enclosed with this pack. Membership is open to Voluntary Organisations. A wide range of information is available on the website www.farehamaction.org.uk. If you do not have internet access then you may collect leaflets from the office.

Some additional information about the role of Councils for Voluntary Service would be found on the web site of the national association; www.nacvs.org.uk

Fareham Community Action has a no smoking policy in all its premises.

Criminal Conviction

Fareham Community Action aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications so that we maintain a creative organisation of diverse views. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from working with us. This will depend on the circumstances and background to your offence(s).

If you have a criminal record to declare then you are invited to make a statement and enclose it with your application. You may wish to put it in a sealed envelope so that only the recruitment panel sees it. If you are invited to an interview you will be invited to discuss the offence. Knowledge of the offence would remain with the recruitment panel only and would not under any circumstances be passed on to other members of the staff

Criminal Records checks are now conducted through the national computer system operated by the Criminal Records Bureau. After final selection the preferred candidate only will be invited to complete the application for a criminal records check. Unsuccessful candidates will not have a check run against their name.

Health Matters

Prior to an offer of employment you will be asked about your health status as is relevant to the proposed staff role.

The reason we ask is that in terms of Health and Safety, it is important that Fareham Community Action does not place you in the wrong role. A disability or health problem does not necessarily exclude you from working with Fareham Community Action and applications from people with disabilities are welcomed. In order to ascertain your suitability to work on a Fareham Community Action project, Fareham Community Action requires information about your health. This health information will only be requested at the interview stage.

Adjustment for Disability

At interview candidates are invited to say if they have any disability for which Fareham Community Action may be able to make a reasonable adjustment.

Staff Handbook

A staff handbook outlines most operating processes and expectations of staff and what Fareham Community Action will do. Operating policy is set by the board of Trustees and written for most areas of operation.