#### Job Application Form



Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained separately. This ensures that your application is dealt with objectively.

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| Data Protection Act Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, DBS, etc) being held and processed by Commonword Enterprises Ltd in accordance with the Act**.** |

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| **Title of Job** | |
| Title of job applied for: | |

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| Personal Details |
| Mr/Mrs/Miss/Ms/Dr | | First Names: | Known as: |
| Surname: | | | |
| Address: | | | |
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| Post Code: | | | |

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| Telephone Numbers |
| Home: | | Work: |
| Mobile: | | E-mail address: |
| May we contact you at work? Yes  No  Best way to contact you? Telephone / E-mail / Mobile | | |

**Where did you first see the advertisement for this job?**

Reference (office use only):

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| References |
| Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.  **Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.** | | | | |
| Present/most recent employer\* | | | Previous employer/other | |
| Organisation: | | | Organisation: | |
| Name: | | | Name: | |
| Role in Organisation: | | | Occupation: | |
| Address: | | | Address: | |
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| Postcode: | | | Postcode: | |
| Phone No: | | | Phone No: | |
| E-mail: | | | E-mail: | |
| Preferred method of communication:  Letter  E-mail  Letter  E-mail | | | | |
| In what capacity does the referee know you? | | | In what capacity does the referee know you? | |
| * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis * Personal | |  | * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis * Personal |  |
| If the referee knows you by a different name please state: | | | | |
| \* If you have not had previous employment, please provide details of another referee.  A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement.  Please do not contact my present/most recent employer | | | | |

#### Job Application Form: Community Archive Coordinator

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| Reference (office use only): |

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| **Current/Most Recent Appointment** |
| Title of current Job: | | Start Date:  Notice Required: |
| Current Employer: | |  |
| Employer Address:  eoj | |  |
| Permanent or temporary contract: | |  |

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| **Main Responsibilities** |
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| Job related training |
| Brief details and dates of any training courses attended, excluding further education. | |

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| Current memberships of institutions/professional bodies |
| Please state level of membership, i.e. Graduate, Fellow, and membership number. | |

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| **Employment History** |
| (Most recent first)  Name of Employer, type of Business and job title | | Dates | Duties and reason for leaving |

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| Relationship to employees |
| If you have any personal relationship to any employee of Commonword Enterprises Ltd, or to a Commonword board member, please give their name and relationship. This does not stop a board member or employee giving a reference. (Any approach to board members or employees to influence a selection decision will disqualify you). If Board: Name Relationship  If Employee: Name Relationship | |

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| Education and training |
| Please give details of schools and colleges attended from age eleven, including part-time education and other courses. | | | |
| Secondary education  (name and town of school) | Dates  from / to | Qualifications gained or for which you are studying | Grade attained |
| Education and training after school (name and town of college/university) |  |  |  |

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| **Other Information** |
| Additional skills e.g. languages sign language, keyboard skills.  Do you have a valid driving licence? Yes  No  If yes, please state type of licence | |

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| **Supporting Information** |
| Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the person specification. Please give examples where appropriate. | |
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| **Supporting Information continued** |
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| If you require more space, please attach a separate sheet. | |

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| Activities and interests away from work which may be relevant to the job applied for. |

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| **Disability:** The Equality Act 2010 makes it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  **Do you consider yourself to have a disability?** YesNo |

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| **Eligibility to work in the UK** |
| Do you require a work permit to work in the UK?  Yes  No | | Date of issue:  Date of expiry: |
| If yes, what type of work permit is it? | | Visa No.  Passport No. |
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| **Have you any unspent convictions? If so please give details.** |
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| If between the completion of this application form and taking up a job with Commonword you are convicted of a criminal offence you must inform Commonword of this. |

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| If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.  People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job. |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal. Signed Date |

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| Please Return Completed Forms To |
| By email: admin@cultureword.org.uk  By post: Commonword, 3 Planetree House, 21-31 Oldham Street, MANCHESTER M1 1JG | |

**Commonword Equal Opportunities Monitoring Form**

Filling in this form is voluntary, however we would be grateful if you would do so. The form will be detached from your application form on receipt and has no bearing whatsoever on the short-listing and selection processes. The information will be used solely for monitoring purposes and will be kept in strictest confidence. The form's purpose is to ensure that Commonword meets the aims and commitments set out in its equality policy.

**Gender** Female  Male  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+

Prefer not to say

**Ethnicity**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

African/ Caribbean/ Black British

African  Black British  Caribbean

Any other Black/African/Caribbean background, please write in:

Asian/ British Asian

Bangladeshi  British Asian  Chinese  Indian  Pakistani

Any other Asian background, please write in:

Mixed/multiple ethnic groups

African and White  Asian and White  Black British and White  Caribbean and White

Any other mixed background, please write in:

Other ethnic group

Arab  Kurdish  Persian  Roma

Any other ethnic group, please write in:

White

British  English  European  Irish  Scottish  Welsh

Any other white background, please write in:

**Your experience of mental health problems**

Would you describe yourself as someone who is experiencing or has experienced mental health problems?

Yes  No  Prefer not to say

**What is your sexual orientation?**

Bisexual  Gay man  Gay woman/lesbian  Heterosexual  Prefer not to say

If you prefer to use your own term, please specify here

**What is your religion or belief?**

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

No religion or belief  Prefer not to say

If other religion or belief, please write in: