## 

**Volition Application Form**

**Suite C24, Joseph’s Well, Hanover Walk, Leeds LS3 1AB**

**(0113) 242 1321 | jobs@forumcentral.org.uk**

|  |  |  |
| --- | --- | --- |
| Position applied for |  | Application Number (office use only) |
| Closing date |  |

Volition is committed to fair recruitment procedures. To eliminate practices which may discriminate against some applicants, we will not consider applications where this form has not been fully completed.

|  |  |
| --- | --- |
| Personal Details |  |
| First Name(s) | Last Name |
| Address | |
| Telephone Number (daytime) | Telephone Number (evening) |
| Email address |  |
| May we contact you at work if necessary?  **Yes/No** \*Please delete as necessary  (We will always be discreet about this)  If yes, please provide contact information:    Mob: | |
| Where did you hear about this vacancy? | |
| If you are disabled and there are any accessibility arrangements which need to be made should you be shortlisted for an interview, please contact us to notify us of these. | |

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| School/College/University | Qualifications Gained (including subjects and grades) | Year |
|  |  |  |

# TRAINING AND PROFESSIONAL MEMBERSHIPS

Any relevant non-qualification courses attended

|  |  |  |
| --- | --- | --- |
| Organising Body | Course | Year |
|  |  |  |

**Employment**

Please do not leave any unexplained gaps in this section

# Present or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name/address of employer | Job title & key responsibilities |
|  |  |  |  |

|  |
| --- |
| Reason for leaving if no longer there |
| How much notice do you have to give? |

# Previous Employment

Please continue on a separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job title, employer and key responsibilities | Reason for leaving |
|  |  |  |  |

**SUPPORTING STATEMENT**

Please use this section to demonstrate that you have the necessary experience, knowledge & skills for the post as laid out in the Person Specification. Your experience, knowledge and skills may have been gained from unpaid work/volunteering and/or home activities as well as from paid work. Please focus on the requirements of the post as listed in the Job Description and Person Specification, preferably describing how you meet each requirement in turn.

You may continue on a separate sheet but please do not let your statement exceed 3 sides of A4 (in minimum point 12 font).

|  |
| --- |
|  |

# REFERENCES

Please provide details of two referees. One of these should be your current or most recent employer; if you are not currently in employment, please provide the details of your most recent employer, or another comparable referee (e.g. teacher, tutor or someone who has overseen your work as a volunteer).

Your referees should both know you professionally, and neither should be related to you. Your referees will be asked to comment on your previous employment and suitability for this role; in signing this form you are giving your consent to us asking about this. We will take up references only after interview and with your knowledge. All offers of employment are subject to satisfactory references.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Capacity in which known to you: | Capacity in which known to you: |

|  |
| --- |
| As far as you know, do you have a relationship **Yes/No**\*  with any staff or trustee board member of Volition? If yes, please give details:  \* Please delete as necessary |

|  |
| --- |
| Do you have any criminal convictions which **Yes/No**\*  may be relevant to this post? If yes, please give details:  (You are not required to reveal any  convictions which are spent under the  Rehabilitation of Offenders Act 1974) \* Please delete as necessary |

I confirm that to the best of my knowledge, the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal.

I hereby consent to the processing of sensitive personal data, as defined in the General Data Protection Regulation and the Data Protection Act 2018, involved in the consideration of this application.

|  |  |
| --- | --- |
| Signed | Date |

**Submission Checklist**

Have you:

* Completed all the sections in this form?
* Signed the declaration on the last page?

Completed the Equal Opportunities monitoring form?

Any information provided will be treated confidentially and the monitoring form will be detached from your application when received and processed separately for the purpose of equality monitoring only.

Please mark your application “Confidential–Job Application” and return it by email to [**jobs@forumcentral.org.uk**](mailto:jobs@forumcentral.org.uk)

#### Thank you for applying to work with us