

## 

Personal Details Form and Support Needs Form

**The first two pages will be detached from your application for short-listing purposes.** All application forms will be kept securely, used only by us for the purposes of recruitment and retained for the period of probation, which is three months, thereafter it will be sensitively destroyed. Should you wish to find out more about our organisations commitment to GDPR please go to our website at www.rowlands-selkirk.org.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | | | **Date:** |
| **Surname:** | | **First Name:** | |
| **Address:** | | | |
| **Postcode:** | | **Preferred Title:** | |
| **Daytime Tel:** | | **Evening Tel:** | |
| **Email:** | **Date of Birth:** | | |

**References:** Please give details of two independent referees, the first of which should be your current employer. Please indicate if we can contact your current employer prior to the interview. References will only be taken up if you are short-listed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and**  **Position held** | **Contact Address** | **Telephone number** | **Contact prior to interview?** |
|  |  |  |  |
|  |  |  |  |

**Eligibility to work in the UK:** It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. We will not be able to employ you if you cannot produce any of the necessary documents.

* Do you have any restrictions on working in the UK? **Yes** **No**
* If yes, do you hold appropriate work visa/permits for the full term of this job?

**Yes** **No**

**Information for disabled applicants**

Rowland’s is committed to the principle of equal opportunity for all its employees and for all applicants for posts with the organisation. We are committed to increasing employment opportunities for disabled people and encouraging all disabled people to apply for jobs with us. We will treat all information in confidence and this information will not be used as part of the short-listing process. Under the Disability Discrimination Act (1995) a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

Based on this definition, do you consider yourself to be a disabled person? **Yes** **No**

If yes, please state your disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have particular requirements in respect of the interview or selection test, please give us details in the space below or provide details on an additional sheet.

Application Form

|  |  |
| --- | --- |
| **Job Title:** |  |

Section 1: Current Employment

|  |
| --- |
| Job Title:    Salary:  Your Employer:  Address and postcode:  The date you started: The notice you have to give:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The reason for leaving: The date you left:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please give brief details of your responsibilities: |
|  |

**Section 2**

**Please give details of your employment, starting with the most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your employer’s**  **Name and address** | **Your job title and**  **main duties** | **From-to**  **(mm/yy)** | **Reason for**  **Leaving** |
|  |  |  |  |

|  |
| --- |
| Are there any gaps in your employment history? **Yes** **No**  If yes, please give details |

Section 3: Details of any voluntary work relevant to the post

|  |
| --- |
|  |

Section 4: Education and Training

**Secondary/Higher education**

|  |  |  |
| --- | --- | --- |
| Dates **(mm/yyyy)** | School/FE college **or University** | Exams you have passed/ **Qualifications** |
|  |  |  |

**Vocational/Professional Training**

|  |  |  |
| --- | --- | --- |
| **Dates**  **(mm/yy)** | **College/University/**  **Awarding Body** | **Exams you have passed,**  **professional qualifications and training** |
|  |  |  |

Section 5: Supporting Statement

|  |
| --- |
| Please explain why you are applying for this job. Based on the person specification, **provide specific examples** to show how you meet each one of the essential and desirable criteria. If you need more space you should use a continuation sheet. |

Please return this application marked PRIVATE AND CONFIDENTIAL to:

FAO: Susan Law – Manager - Rowland’s – 24-26 West Port - Selkirk - TD6 0PG

Or alternatively through email at info@rowlands-selkirk.org.uk



Rowlands is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. In line with our Volunteer Friendly Award and our LGBT charter mark we are asking all staff volunteers and service users to supply the following information. This information is kept confidential and is only used for monitoring purposes in line with our GDPR policy.

Date of Birth……………………………………………

Please circle in all relevant sections

**Ethnicity**

**Asian, Asian British, Asian English, Asian Scottish, Asian Welsh**

Bangladeshi Indian Pakistani

Any other Asian background(please specify)

**Black, Black British, Black English, Black Scottish, Black Welsh**

African Caribbean

Any other black background (please specify

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or ethnic group**

Chinese

Any other ethnic background

**Mixed**

White and Asian White and Black African White and Black Caribbean

Any other mixed background (please specify)

**White**

British English Scottish Welsh Irish Irish traveller

Any other white background (please specify)

**Gender**

Male Female Other

**marital status**

Divorced In a civil partnership Married Separated Single Widowed

Other

**Religion or belief**

How would you describe your religion or belief?

Buddhist Christian Hindu Jewish Muslim Sikh

any other religion or belief none prefer not to say

**Sexual orientation**

How would you describe your sexual orientation

Bisexual Gay man Gay woman/lesbian Asexual Hetrosexual

prefer not to say

**Disability**

Do you consider yourself to have a disability? (Please circle) Yes No