**APPLICATION FOR EMPLOYMENT**

**Position applied for: HEAD OF APSE TRAINING**

**First name(s):**

**Surname:**

**Permanent address:**

|  |
| --- |
|  |
|  |

**Daytime telephone number:**

**Mobile telephone number:**

**Email address:**

WORK EXPERIENCE

**Please give details of past and present work. This can be paid work, voluntary work or work at home.**

**Start with the most recent.**

**Name & address of employer:**

**Job title or role:**

Paid Unpaid (please delete as appropriate)

**Current Salary:**

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

**Name & address of employer:**

**Job title or role:**

Paid Unpaid (please delete as appropriate)

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

**Name & address of employer:**

**Job title or role:**

Paid Unpaid (please delete as appropriate)

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

**Name & address of employer:**

**Job title or role:**

Paid Unpaid (please delete as appropriate)

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

QUALIFICATIONS

Please provide details of qualification relevant to the post applied for.

Qualification:

Level:

Year achieved:

Where obtained:

Qualification:

Level:

Year achieved:

Where obtained:

Qualification:

Level:

Year achieved:

Where obtained:

Qualification:

Level:

Year achieved:

Where obtained:

|  |  |
| --- | --- |
| **ARE YOU…** | Please indicate and provide details where applicable: |
| Are you committed to the achievement of equality of opportunity in all aspects of employment, training and service delivery? |  |
| Are you able to meet APSE’s standard of attendance |  |
| Are you flexible towards out of hours travelling and working, including a number of overnight stays across the United Kingdom |  |
| Are you able to travel and work anywhere within the United Kingdom |  |
| Do you have a full UK driving licence and access to a car that is insured for work purposes? |  |

TRAINING

Please provide details of relevant training undertaken including short courses.

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Please use the space below to indicate how you match the requirements of the **PERSON SPECIFICATION**.

The shortlisting panel will use this information to assess candidate’s suitability for the role.

Please provide enough evidence including examples to show how your skills and experience match those required in the person specification. Please use more sheet if necessary.

REFERENCES

Please give the names and addresses of two people from whom references can be obtained.

If you are currently employed, please include details of present employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  Company:  Position:  Address: | | Name:  Company:  Position:  Address: | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Email address: | \* | Email address: | \* |

( \* ) Please tick box if you do not want your referees to be approached without prior permission.

How soon after an offer of a job would you be able to start?

DECLARATION

I confirm that to the best of my knowledge the information I have provided in this application is correct.

Signature:

Date:

Please return the form via email to [recruitment@apse.org.uk](mailto:recruitment@apse.org.uk)

**Closing date: Tuesday 3 September 2019**

Or via post marked PRIVATE AND CONFIDENTIAL, 3rd Floor, Trafford House, Chester Road, Old Trafford, M32 0RS.

GDPR and Data Protection Act: all documents associated with Recruitment and Selection will be stored for a period of 6 months.

**Equality and Diversity Monitoring Form**

APSE is committed to equality, this questionnaire is intended to assist us monitor the effectiveness of our Equal Opportunities Policy and to enable us to comply with the terms of the relevant discrimination legislation. We aim to ensure that no direct or indirect discrimination occurs on the grounds of gender, colour, race, nationality, marital status, religion/belief, sexual orientation, disability or age. You are requested but not obliged to complete this questionnaire and return it with your application form.

**The information provided by you on this form will not be made available to the selection panel short-listing candidates for interview and will be used for monitoring purposes only.**

## A. Your age

|  |  |
| --- | --- |
| 16 - 24 |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 64 |  |
| 65+ |  |

## B. Your disability

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

### Do you consider yourself to have a disability according to the terms given in the DDA?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

## C. Your ethnic group

### Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

|  |  |
| --- | --- |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background (specify below if you wish) |  |

### Black, Black British, Black English, Black Scottish, or Black Welsh

|  |  |
| --- | --- |
| African |  |
| Caribbean |  |
| Any other Black background (specify below if you wish) |  |

### Chinese, Chinese British, Chinese English, Chinese Scottish, or Chinese Welsh, or other ethnic group

|  |  |
| --- | --- |
| Chinese |  |
| Any other ethnic background (specify below if you wish) |  |

### Mixed

|  |  |
| --- | --- |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| White and Chinese |  |
| Any other Mixed background (specify below if you wish) |  |

### White

|  |  |
| --- | --- |
| British |  |
| English |  |
| Irish |  |
| Scottish |  |
| Welsh |  |
| Any other White background (specify if you wish) |  |

## D. Your gender

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Prefer not to say |  |

### Have you ever identified as transgender?

For the purpose of this question “transgender” is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

## E. Your religion or belief

Which group below do you most identify with?

|  |  |
| --- | --- |
| Baha’i |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jain |  |
| Jewish |  |
| Muslim |  |
| No religion |  |
| Sikh |  |
| Any other religion or belief (specify if you wish) |  |

## F. Your sexual orientation

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman / lesbian |  |
| Heterosexual / straight |  |
| Other (specify below if you wish) |  |

G. Where did you see the advert? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_