

APPLICATION FORM

STRICTLY CONFIDENTIAL
Please complete in typeface or black ink

Position applied for: _____

PERSONAL DETAILS

Surname: _____ Preferred Title: _____

First Names: _____

Address: _____

_____ Postcode: _____

Telephone Number (home): _____

Telephone Number (mobile): _____

Telephone Number (work): _____

May we telephone you at work? YES / NO

Email Address: _____

Date of Birth: _____

Do you require a work permit? YES / NO

Do you have: a full current driving licence? YES / NO

your own transport? YES / NO

The Disability Discrimination Act 1995 has defined disability as follows;

"A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities"

Under these terms do you consider yourself to have a disability? YES / NO

This will not have a detrimental effect on your application

**LINCOLNSHIRE ACTION TRUST IS WORKING TOWARDS EQUAL
OPPORTUNITIES AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF
THE COMMUNITY**



FOR OFFICE USE ONLY

Application Number: _____

Date of 2nd Interview: _____

Date Received: _____

Appointed: _____

Short List: _____

Post ref: _____



EDUCATION
SECONDARY / FURTHER / HIGHER EDUCATION

Name of School/College/University	From/To	Qualifications/Grades	Date

Are you studying at the current time? If so, please give details:

TRAINING AND DEVELOPMENT

Please specify any vocational or other forms of training that you have undertaken (E.g. NVQ's, In-House courses):

COMPUTER LITERACY

Skills (e.g. Word Processing, Spreadsheets etc):

Software Packages used:

WORK EXPERIENCE

PRESENT (OR MOST RECENT) EMPLOYMENT

Name & Address	From / To	Position	Salary Package	Notice Requirement	Reasons for Leaving / Wanting to Leave

Brief description of main responsibilities / activities (If necessary, please continue on a separate sheet):

PREVIOUS EMPLOYMENT HISTORY

Name & Address	From / To	Position	Main Responsibilities / Activities	Salary Package	Reasons for Leaving

If necessary, please continue on a separate sheet

REFERENCES

Please give two referees, one of whom should be your present/most recent employer (or all previous employers within the previous two years, if more than one):. Please continue on a separate sheet if necessary.

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Telephone Number:

Telephone Number:

References will only be taken up for candidates selected for interview. Please indicate if you do not want any referees to be contacted at this stage YES / NO

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give brief details of relevant experience and any other information in support of your application, including your reasons for applying for this post.

Use additional sheets as necessary

CRIMINAL HISTORY SELF DECLARATION

Due to the nature of our work, we are exempt from the requirements of the Rehabilitation of Offenders Act 1974. Applicants are therefore required to declare **any** previous criminal convictions or cautions. Lincolnshire Action Trust will seek confirmation of criminal history from the Criminal Records Bureau before confirming the appointment of any person to these posts. Failure to declare any convictions or cautions, including disciplinary action, that are subsequently made known to the employer may be grounds for instant dismissal.

Please tick if you have any criminal convictions or cautions

Please list:

DECLARATION

I declare that the particulars given above are true to the best of my knowledge and belief.

Signed

Date

Falsification of information may lead to dismissal

HAVE YOU COMPLETED BOTH SIDES OF THE EQUAL OPPORTUNITIES QUESTIONNAIRE?

Lincolnshire Action Trust, Beech House, Witham Park, Waterside South, Lincoln, LN5 7JH
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