# Rotherham Federation

# Rotherham Federation of Communities

# Application Form

Please complete this application form in black ink or type for ease of copying.

### **Post Details**

Post Title:

### **Personal Information**

Title: Dr / Mr / Mrs / Miss / Ms

Other (please specify):

Surname:

Forename(s):

Address:

Postcode:

#### Contact details

Home Tel: Work Tel:

Mobile: E-mail:

#### Other information

Do you have any unspent criminal convictions? YES / NO

If so, please give details:

If you answered YES, the procedures under our policy on employment of ex-offenders will apply. You may request a copy of the policy.

#### Where did you find out about this post?

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present or Last Employment**

Name of employer:

Address:

Job title: Dates:

Grade/salary:

Main duties/responsibilities:

### **Work history –** paid and unpaid(continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name and address of employer | Position held | Main duties |
|  |  |  |  |

### **Education**

Please give details of your academic qualifications, including Correspondence Courses.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | School/college/university | Details of course | Qualifications obtained |
|  |  |  |  |

### **Training**

Please give details of any relevant training undertaken.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Provider | Details of course | Accreditation |
|  |  |  |  |

### **Affiliations**

Please give details of membership of any relevant organisations, societies or committees.

|  |  |  |
| --- | --- | --- |
| Dates | Name of organisation | Role/level of involvement |
|  |  |  |

### **Supporting Statement**

|  |
| --- |
| Tell us about yourself and why you feel your knowledge, experience and skills meet those set out in the person specification. Try to address all of the specifications, both essential and desirable. Use additional sheets if necessary. |

### **Additional Questions**

Please tick yes or no to the following questions. If you wish to elaborate on any of your answers please write your comments in the space below.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. Are you willing to work flexible hours when required to meet work demands? |  |  |
| 1. Are you willing to attend meetings regularly outside normal working hours? |  |  |
| 1. Are you willing to undertake an Enhanced DBS Check? |  |  |
| 1. Can you to travel to various locations during the course of employment as required? |  |  |
| 1. Can you confirm you have no serious health problem which is likely to impact on job performance (that is one that cannot be accommodated by reasonable adjustments)? |  |  |
| 1. Have you a good sickness/attendance record in current/previous employment? |  |  |
| 1. Do you have a full clean driving license and access to use of a vehicle? |  |  |

### **References**

Please give names and addresses of at least two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer, if you have one.

|  |  |
| --- | --- |
| Name:  Occupation:  Address:      Tel:  Relationship to you: | Name:  Occupation:  Address:      Tel:  Relationship to you: |

May we take up references before the interview stage? YES / NO

### **Declaration**

* You are required to sign the declaration below certifying that all the information you have provided is accurate.
* Rotherham Federation may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

*I declare that, to the best of my knowledge, the information on this form is correct and that I have not left out significant information in a way intended to mislead.*

Signature Date

|  |
| --- |
| When completed please forward to [info@rotherfed.org](mailto:info@rotherfed.org) or by post to:  Rotherham Federation of Communities  Springwell Gardens Community Centre  Eastwood View  Rotherham  S65 1NH  Application forms should be returned no later than the closing date stated. |