



Job Application Form

*Please note that shortlisting takes place on an anonymous basis therefore pages 1 and 7 of this application will not be available to the panel

Post title you are applying for:		Hrs p/w	
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Name			
Surname			
Address			
	Post Code		
Email			
Tel Home		May we call you on this no?	Yes /No *
Mobile:		May we call you on this no?	Yes /No *
Tel work:		May we call you on this no?	Yes /No *

References: Please provide the details of two referees who can comment on your suitability for the post. One should be your current or most recent employer if you have one.

Referee One		Referee Two	
Name		Name	
Position		Position	
Address		Address	
Tel:		Tel:	
Email:		Email:	
Can we approach before interview	Yes /No *	Can we approach before interview	Yes /No *
Please say in what capacity you know this person & for how long		Please say in what capacity you know this person & for how long	

*please delete as appropriate

Education: Please provide details of your education from high/secondary school starting with the most recent			
Name of Establishment	Dates attended		Subjects studied/qualifications gained and grades achieved
	From	To	

Please continue on an additional sheet if required

Employment Experience - Current or last Employer			
Name of Employer			
Address			
Job Title			
Main Responsibilities			
Date Started		Salary/Pay	
Reason for leaving			
Notice Period/Start date			

Please continue on an additional sheet if required

Training and professional development, Vocational Qualifications, Professional Memberships, Skills

Please provide details of any vocational qualifications or skills that you possess, or training that you have received which you consider to be relevant to the role for which you have applied. Please also provide full details of any professional membership.

Community and voluntary work experience

Please tell us about any voluntary work experience you have gained or about your involvement in community and voluntary groups which is not included above.

Supporting Statement:

Using the Job Description and person specification, give specific examples of past experience to demonstrate your skills and capabilities against each of the essential elements of the person specification, and where possible how you meet the desirable elements. You should highlight any knowledge, experience and skills from your current or previous jobs and include any other information that may be helpful to your application. This forms a critical part of the short listing process, and the panel will assess how well you demonstrate performance and experience against the person specification. Please continue on a separate page if required. CVs will not be accepted. **Please use no more than 1,000 words or 2 sides of A4.**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for office use, likely for recording application details or processing notes.

General Information (This page will be separated prior to short-listing)	
The Equality Act 2010 (Disability) Regulations 2010 defines a “disabled person” as a person with a “physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities” and includes a wide range of medical conditions.	
Do you consider that you have a disability or long term health condition which affects your work?	Yes /No
If yes, please give details of your disability	

Pennine Magpie jobs are offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential. Any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, must be disclosed.		
Do you have any criminal convictions?	Yes /No	If yes please give details below
Have you ever received a caution, reprimand or final warning from the police	Yes /No	
Have you ever been disqualified from working with children?	Yes /No	
Any offer of employment is conditional upon a DBS, which we consider to be satisfactory. If you have a criminal record this will not automatically debar you from employment, instead, each case will be assessed fairly		
If you said yes to any of the above, please give us the details here		

<p>Declaration: I hereby declare that to the best of my knowledge, all the information given by me is correct.</p> <p>I agree that Pennine Magpie has the right to validate any of the information provided. I understand that any false statements could result in my dismissal if appointed.</p> <p>I confirm that I am legally eligible to work in the United Kingdom.</p> <p>I consent to the Charity processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.</p> <p>I confirm that I am not barred from working with children and/or young people or subject to sanctions imposed by a regulatory body (roles exempt from the Rehabilitation of Offenders Act only).</p>	
Signature:	Date:

NB - If you are returning this form by email, you will be asked to sign your application at interview

Please send the completed form to: Katrina Atkins, Administrator, Pennine Magpie, Unit 15, Calderdale Business Park, Halifax HX2 8DB or email Katrina.atkins@penninemagpie.co.uk