# Recruitment application

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| Post applied for |  |
| Post reference |  |
| Candidate reference |  |
| Notes Sections **01–04** of the application form include confidential personal information and will be used for monitoring purposes only. It will not be seen by the recruitment panel before selection. | |

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| --- | --- |
| **01** Personal details | |
| Title |  |
| First name |  |
| Middle names |  |
| Last name |  |
|  | |
| Address 1 |  |
| Address 2 |  |
| Town / City |  |
| Postal code |  |
|  | |
| Email address |  |
| Contact phone |  |
| Alternative phone |  |

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| **02** Referees | |
| Please give details of two referees to whom confidential written enquiries will be made. One must be your present or most recent employer if appropriate or anyone else who knows your work. (This could be from a learning or volunteering situation.) Referees must not be members of your family or spouse/partner. | |
| Referee 1 | *Tick here to allow us to contact prior to interview* |
| Name |  |
| Relationship |  |
|  | |
| Address 1 |  |
| Address 2 |  |
| Town / City |  |
| Postal code |  |
|  | |
| Email address |  |
| Contact phone |  |
| Referee 2 | *Tick here to allow us to contact prior to interview* |
| Name |  |
| Relationship |  |
|  | |
| Address 1 |  |
| Address 2 |  |
| Town / City |  |
| Postal code |  |
|  | |
| Email address |  |
| Contact phone |  |

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| **03** Equal opportunities monitoring | | |
| Reading Voluntary Action operates a policy of equal opportunity and fair treatment for employment and development. By providing this information you can assist us in monitoring this policy and help RVA keep fair selection for all. This information will not be seen by those short listing for interview. The questions below are based on compliance with the Equality Act 2010. | | |
| Date of birth |  | DD / MM / YYYY |
| Gender |  |  |
|  | | |
| **Ethnic origin** |  | |
| Please tick the option that best describes you. | |  |  |  | | --- | --- | --- | | **White** | | | | WhiteBritish | Other White |  | | Irish |  |  | | **Mixed** | | | | Mixed White & Black Caribbean | Other Mixed |  | | Mixed White & Black African |  |  | | Mixed White & Asian |  |  | | **Asian or Asian British** | | | | Indian | Other Asian |  | | Bangladeshi |  |  | | Pakistan |  |  | | **Black or Black British** | | | | Caribbean | Other Black |  | | African |  |  | | **Other Ethnic Groups** | | | | Chinese | Other |  | | |
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| **Disability** |  | |
| The Act defines disability as ‘any 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.’ | | |
| Do you consider yourself to have such a disability? If yes, please give details: |  | |
| Is there anything about your disability that is relevant to this job? If yes, please give details: |  | |
| Could we do anything to assist you in carrying out the duties of this job? If yes, please give details: |  | |
| Is there anything we need to know about your disability to assist you with the interview? If yes, please give details: |  | |
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| **Immigration** | *Immigration, Asylum and Nationality Act 2006* | |
| Do you have the right to work in the UK? | Yes  No | |
|  |  | |
| All candidates will be required to provide evidence of entitlement to live and work in the UK before starting work. | | |
|  | | |
| **Offenders** | *(Rehabilitation of Offenders Act 1974)* | |
| Do you have any criminal convictions other than those which are spent under the terms of the Act? | Yes  No  If you are uncertain whether a conviction is determined to be spent then you can consult: <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/> | |
| If 'Yes', please give details: |  | |

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| **04** Declaration | | |
| I certify that the information I have given on both the application and this form is correct to the best of my knowledge and I understand that false information may render me liable for dismissal if I am employed. | | |
| Date |  | DD / MM / YYYY |
| Signature |  | |
| If you are sending this application form to us electronically, you will have the opportunity to sign this declaration if you should get to the interview stage. | | |

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| **05** Education and qualifications | | | |
| Please enter your most recent / relevant qualifications below. | | | |
| Start date | End date | School/College/University | Qualifications/grades |
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| **06** Membership of professional bodies | |
| Professional body | Description |
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| **07** Skills, Knowledge and Experience |
| Describe how you consider your skills, abilities, knowledge and experience relevant to this position and anything you think makes you a particularly suitable candidate, including voluntary work and experience gained outside of work.  Please relate your evidence to the essential and desirable criteria on the person specification and then include anything else you think appropriate.  ***Your response should be limited to a maximum 3 sides of A4.*** |
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| **08** Employment history | | |
| 08.01 Current or most recent employment | | |
| Employer |  | |
| Role / responsibility |  | |
| Description of duties |  | |
| Current salary |  | |
| Start date |  | DD / MM / YYYY |
| Notice period |  | |
|  | | |
| Address 1 |  | |
| Address 2 |  | |
| Town / City |  | |
| Postal code |  | |
|  | | |
| Contact phone |  | |
|  | | |
| 08.02 Previous employment | | |
| Employer |  | |
| Role / responsibility |  | |
| Description of duties |  | |
| Final salary |  | |
| Start date |  | DD / MM / YYYY |
| End date |  | DD / MM / YYYY |
| Reason for leaving |  | |
|  | | |
| Address 1 |  | |
| Address 2 |  | |
| Town / City |  | |
| Postal code |  | |
|  | | |
| Contact phone |  | |
|  | | |
| 08.03 Previous employment | | |
| Employer |  | |
| Role / responsibility |  | |
| Description of duties |  | |
| Final salary |  | |
| Start date |  | DD / MM / YYYY |
| End date |  | DD / MM / YYYY |
| Reason for leaving |  | |
|  | | |
| Address 1 |  | |
| Address 2 |  | |
| Town / City |  | |
| Postal code |  | |
|  | | |
| Contact phone |  | |
|  | | |
| 08.04 Previous employment | | |
| Employer |  | |
| Role / responsibility |  | |
| Description of duties |  | |
| Final salary |  | |
| Start date |  | DD / MM / YYYY |
| End date |  | DD / MM / YYYY |
| Reason for leaving |  | |
|  | | |
| Address 1 |  | |
| Address 2 |  | |
| Town / City |  | |
| Postal code |  | |
|  | | |
| Contact phone |  | |
|  | | |
| 08.05 Previous employment | | |
| Employer |  | |
| Role / responsibility |  | |
| Description of duties |  | |
| Final salary |  | |
| Start date |  | DD / MM / YYYY |
| End date |  | DD / MM / YYYY |
| Reason for leaving |  | |
|  | | |
| Address 1 |  | |
| Address 2 |  | |
| Town / City |  | |
| Postal code |  | |
|  | | |
| Contact phone |  | |

Once completed you should send a copy of this application form to: **jobs@rva.org.uk**