

OFFICE USE ONLY	
CANDIDATE NUMBER	



JOB APPLICATION FORM

NOTES: Please read all these notes before completing this application.

As this application may be photocopied please complete the form in black ink or typescript. Applications will only be considered from candidates who meet the essential criteria outlined in the Person Specification. Please relate your application to the job details that have been provided.

To ensure a fair and effective selection procedure, applications will only be accepted on an official St Paul's Hostel Application Form.

EQUAL OPPORTUNITIES POLICY: St Paul's Hostel is committed to equal opportunities.

In accordance with the Equality Act 2010, we aim to ensure that no job applicant will be treated unfavourably on the grounds of a protected characteristic. These are: age, disability, gender reassignment, pregnancy/maternity, race, religion, sex, sexual orientation, marriage and civil partnership status.

We also aim to ensure that no job applicant is treated unfavourably on the grounds of income, social status, employment status, political beliefs or those with caring responsibilities.

Any person with a declared disability, who meets the essential minimum criteria for the post applied for will be guaranteed an interview.

CRIMINAL CONVICTIONS: Applicants are required to complete the Rehabilitation of Offenders Act 1974 section of the Application Form. St Paul's reserve the right to make an application for a police check.

HEALTH: All candidates must be medically fit to carry out the duties of the job for which they apply. Following a conditional offer, the preferred candidate will be asked to complete a detailed medical questionnaire and, if required, undergo a medical examination to prove their suitability for the specified role.

COMPLAINTS: Applicants for posts within St Paul's have the right to complain if they consider that they have been unlawfully discriminated against during the selection process on grounds of a protected characteristic. Any complaint must be made in writing to the Chairman within three months of the action in question.

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CONFIDENTIAL (please note this page will be detached before shortlisting)

POST APPLIED FOR:		REF NO:											
PERSONAL DETAILS: (please complete in BLOCK CAPITALS using black ink)													
Surname:		Previous surnames											
First names:													
Current address:													
Postcode:													
Telephone no.: (inc STD code)													
Alternative contact nos.:													
E-mail address:													
National Insurance no.:													
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>													
IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 (Please note that all applicants will be required to evidence their eligibility to work in the UK.)													
Do you have the right to work in the UK?													
		Yes	No										
Please advise of any restrictions to your right to work in the UK:													
Where did you see the job advertised:													
Declaration: I confirm that information provided throughout this Application Form is accurate and has been completed by me. I accept that deliberately falsifying or omitting information will disqualify my application, or, if after appointment, could constitute grounds for dismissal. I undertake to inform St Paul's Hostel of any changes to the information provided.													
Signed:			Date:										

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Equal Opportunities Employment Monitoring Questionnaire

CONFIDENTIAL (please note this page will be detached before shortlisting)

DATE OF BIRTH	DAY	MONTH	YEAR	AGE	
GENDER	MALE	FEMALE			
GENDER IDENTITY (where applicable) i	INTER-SEX	TRANS-SEXUAL	TRANSGENDER	PREFER NOT TO STATE	
ETHNIC GROUP (Ethnic group categories are not about nationality, place or birth or citizenship - they are about the group to which you perceive you belong)	WHITE BRITISH	WHITE IRISH	ANY OTHER WHITE		
	MIXED - WHITE AND BLACK CARIBBEAN	MIXED - WHITE AND BLACK AFRICAN	MIXED - WHITE AND ASIAN	ANY OTHER MIXED HERITAGE	
	ASIAN OR ASIAN BRITISH - INDIAN	ASIAN OR ASIAN BRITISH - PAKISTANI	ASIAN OR ASIAN BRITISH - BANGLADESHI	ANY OTHER ASIAN	
	BLACK OR BLACK BRITISH - CARIBBEAN	BLACK OR BLACK BRITISH - AFRICAN	ANY OTHER BLACK		
CHINESE	ANY OTHER ETHNIC GROUP (Please state)				
DISABILITY ii	YES	NO			
SEXUAL ORIENTATION	HETEROSEXUAL	LESBIAN/GAY/BI-SEXUAL	PREFER NOT TO STATE		
MARITAL STATUS	SINGLE	COHABITING/MARRIED/CIVIL PARTNERSHIP	SEPARATED/DIVORCED/WIDOWED	PREFER NOT TO STATE	
RELIGION/BELIEF/FAITH	NONE	CHRISTIAN	OTHER	PREFER NOT TO SAY	
ARE YOU PREGNANT OR HAVE YOU GIVEN BIRTH IN THE LAST 26 WEEKS?	YES	NO			

i If you identify yourself as transsexual, transgender (in that you have effected a permanent change of gender identity) or intersex (being an individual displaying sexual characteristics of both male and female), please state which group you identify with.

ii Under the Equality Act 2010, a person is defined as disabled if they have (or have recovered from) a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

Signed:

Dated:

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POST APPLIED FOR:		REF NO:	
EDUCATION, TRAINING AND QUALIFICATIONS: (If invited to interview, you will be required to produce education certificates)			
Secondary School, colleges, universities attended (Please state most recent first)	Dates attended From To		Examinations passes (dates, levels, grades, etc)
Other training courses completed which are relevant to the post (as set out in the Person Specification):			
Organising body and title:		Brief description of course content, dates attended and qualification achieved	
Please list any further qualifications you are studying for, and when you expect to qualify			

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Details of current membership of professional organisations (grade and date achieved):	

EMPLOYMENT HISTORY (PAID AND UNPAID WORK)				
<p>Please give dates and details of your employment history starting with your current or most recent job. Where you have had a break in employment, please give dates and details of what you did during your break. Please ensure you provide the full postal address (with postcode) for all employers.</p> <p>(References will be taken out to cover a period of 5 years prior to application - please note that no approach will be made to your current employer before a conditional offer of employment has been made and accepted by you.)</p>				
Name, address, postcode and nature of business	Position held	Dates of employment Started Left		Reason for leaving

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EMPLOYMENT HISTORY CONTINUED (if necessary)				
Name, address, postcode and nature of business	Position held	Dates of employment Started Left		Reason for leaving
Please briefly summarise your current duties and responsibilities:				
What is your current rate of pay?				
		£		
How much notice does your current employer require?				
		weeks/months		

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RELEVANT KNOWLEDGE, SKILLS AND ABILITIES

St Paul's Hostel believes that general life experience and voluntary as well as paid work should be valued. Please review the Person Specification and detail how you believe you meet the requirements of the role (NB this information will be used for shortlisting and it is therefore important that you carefully consider each of the essential and desirable criteria).

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References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1			
Name	Position	Relationship	Contact details

Referee 2			
Name	Position	Relationship	Contact details

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

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OTHER IMPORTANT INFORMATION

Do you hold a current valid driving licence?

Yes	No
-----	----

Do you have access to a vehicle for use at work if required?

Yes	No
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(Please check Job Description to see if this is a Special Condition of the Post)

Are you related to, or do you have a close personal relationship with, a member of the Board of Trustees or an employee of St Paul's Hostel?

Yes	No
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If you have answered Yes, please enclose with your application form a sealed letter giving details of

- Job title and reference number of the job you are applying for
- Name of the person to whom you are related, or have a close personal relationship with, and how you are related.

Please clearly mark the sealed envelope with your name and the title 'Relationships'.

Have you ever been convicted of a criminal offence?

Yes	No
-----	----

The Rehabilitation of Offenders Act 1974 provides that certain convictions shall be regarded as "spent" after specified periods of time have elapsed. You do not need to disclose convictions that are "spent" at the date you sign the application form.

If yes, please give details:

Date	Court/Police Station which dealt with the matter	Offence(s) (if none, state 'none')	Result

Please disclose any charge or summons at present outstanding against you:

Date of alleged offence	Nature of alleged offence	Court/Police Station dealing with the matter

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<p>Do you consider you have a disability:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Yes</td> <td>No</td> </tr> </table>			Yes	No
Yes	No			
<p>If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:</p>				

The information provided on this form will be used by St Paul's for recruitment, monitoring records and for personnel records in respect of successful applications. Unsuccessful applications will be destroyed in line with the St Paul's Retention and Disposal policy.

Unless otherwise stated on the advert, please return your completed form by the closing date to:

admin@stpaulshostel.co.uk

Administrator
 St Paul's Hostel
 Hillsborough
 Tallow Hill
 Worcester
 WR5 1DB