

# COVENTRY CYRENIANS LTD

## Job Application Form

Please complete all sections. Continue on additional sheets if necessary. CV's WILL NOT BE ACCEPTED.

**Position Applied For:**

**Last Name:**

**Forename(s):**

**Address:**

**Email Address:**

**Telephone Number(s):**

Home No.

Mobile No.

**CURRENT (OR LAST) POST HELD**

**Job Title:**

**Dates of Employment:**

**From:**

**To:**

**Main Responsibilities:**

**Salary:**

**Reason for Leaving:**

**Line Manager:**

**References**

Please give details of two people we could approach for references one of which should be your current or last employer. (We may contact referees prior to interview. Please indicate in the appropriate box)

**1. Name:**

**Occupation:**

**Address:**

**Telephone No.:**

**Email:**

**2. Name:**

**Occupation:**

**Address:**

**Telephone No.:**

**Email:**

Please **DO/ DO NOT** contact the above named referee without my further permission (**DELETE AS NECESSARY**)

Please **DO/DO NOT** contact the above named referee without my further permission (**DELETE AS NECESSARY**)

**Dates**

**Your Job Title and  
Employers  
Name & Address**

**Salary**  
*(If part-time please  
state no. of hours p.w.)*

**Main Duties**

**Reason for  
Leaving**

**PREVIOUS PAID OR VOLUNTARY WORK** - please start with the most recent first *(excluding present or last post)*

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**EDUCATIONAL DETAILS** - Please list schools / colleges attended from the age of sixteen starting with the most recent

Dates	Name of School or College attended	Examination Subjects Taken	Grades

**TRAINING COURSES** - Please list training courses attended which you think are relevant to this post starting with the most recent

Dates	Course Details	Course Length

**EXPERIENCE** - Please use this page to give details of your skills and experience which you believe are relevant for this post. Please refer to the Job Description and Person Specification provided. (*Continue on a separate sheet if necessary.*)

**CRIMINAL CONVICTIONS**

Have you ever been convicted of a criminal offence, other than a "spent" conviction under the Rehabilitation of Offenders Act (1974)? YES / NO

If YES, please give details

Do you require any special facilities to help you attend an interview or perform the job? If yes please give details.

**Eligibility to Work**

Are you eligible to work in the UK?            Yes                            No

National Insurance Number: .....

**If you are successful you will be required to provide relevant evidence of the above details prior to an appointment**

**DRIVING**

Do you have a valid UK driving licence YES/NO                            Full/Provisional

**Where did you see this vacancy advertised?** \_\_\_\_\_

**DECLARATION (Please read carefully before signing this application)**

I confirm that the above information is complete and correct and that untrue or misleading information will give Coventry Cyrenians the right to terminate any employment contract offered.

Signed

Date

**Please return your completed application form, marking the envelope 'Private & Confidential', to:**

HR Department  
Coventry Cyrenians Ltd  
Oakwood House  
Coventry  
CV1 2HL

Coventry Cyrenians Ltd is a Registered Charity No. 502421

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## Equality and Diversity Monitoring Form

The aim of our employment policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political affiliation, gender, sexuality, marital status, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our recruitment criteria are monitored to ensure that individuals are selected and treated on the basis of their relevant merits and abilities. We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented, and for no other reason, we would be grateful if you would provide the following information.

This form will be detached from the rest of the application prior to shortlisting and is not used in any part of the selection or interview process.

*You are under no obligation to complete this form if you do not wish to do so.*

The information below is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the General Data Protection Regulations (GDPR) 2018.

### Ethnicity

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2011 Census. **MARK X**

<p><b>Asian</b></p> <p>Indian Pakistani Bangladeshi Chinese Any other Asian background (please write in)</p>	<p><b>Black</b></p> <p>Caribbean African Any other Black background (please write in)</p>	<p><b>Other ethnic group</b></p> <p>Arab Gypsy, Romany, Irish Traveller Any other ethnic group (please write in)</p>
<p><b>Mixed</b></p> <p>White and Black Caribbean White and Black African White and Asian Any other Mixed background (please write in)</p>	<p><b>White</b></p> <p>British Irish Any other White background (please write in)</p>	<p>Rather not say</p>

<b>Age:</b>	Rather not say
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**Disability**  
 The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes                      No                      Rather not say

**Gender MARK X**

Male	Rather not say	Transgender
Female		Female to Male Male to Female

**Religion/Belief**

Which group below do you most identify with?

No religion	Sikh	Buddhist
Christian	Hindu	Muslim
Jewish	Other (please write in)	Rather not say

**Sexual orientation**

How would you describe your sexual orientation?

Bisexual	Gay man	Heterosexual or 'straight'
Lesbian	Other	Rather not say

**Job applied for:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_