

COVENTRY CYRENIANS LTD

Employment Application Form

Please complete all sections. Continue on additional sheets if necessary. CV's will not be accepted.

Position Applied For:

Gender: MALE / FEMALE

Last Name:

Forename(s):

Address:

Telephone Number(s):

Home No.

Work No.

(will only be used if necessary and with discretion)

Email Address:

CURRENT (OR LAST) POST HELD

Job Title:

Dates of Employment:

From:

To:

Employers Name & Address:

Main Responsibilities:

Line Manager:

Salary

Reason for Leaving:

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)*

Name:

Occupation:

Address:

Telephone No.:

Name:

Occupation:

Address:

Telephone No.:

Please do not contact the above named referee without my further permission *(please tick)*

Please do not contact the above named referee without my further permission *(please tick)*

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

Dates

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

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

Main Duties

**Reason for
Leaving**

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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

HEALTH / MEDICAL HISTORY

- Do you require any special facilities to help you attend an interview or perform the job? If YES, please give details.
- Please indicate how many days you have been absent from work through illness or injury in the last 12 months. Please give details.
- Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.
- Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer.

DRIVING

Do you have a current driving licence? YES / NO FULL / PROVISIONAL

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 Officer
Coventry Cyrenians Ltd
McRaye House
98—101 Far Gosford Street
Coventry
CV1 5EA

Coventry Cyrenians Ltd is a Registered Charity No. 502421

EQUAL OPPORTUNITIES MONITORING FORM

We are striving to be an equal opportunities employer. 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 page of the application form will be detached from the rest of the application prior to shortlisting is not used in any part of the selection or interview process.

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

I would describe my ethnic origin as: *(please tick the appropriate box)*

- | | | | | | |
|-----------------|--------------------------|---------------|--------------------------|-------------|--------------------------|
| White UK | <input type="checkbox"/> | White Irish | <input type="checkbox"/> | White Other | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Black African | <input type="checkbox"/> | Black Other | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

Please specify if 'Other'

Gender Male Female

Age

Where did you see this vacancy advertised: _____

NAME: _____

JOB APPLIED FOR: _____

DATE: _____