

Application for Appointment as:	
Reference:	

Section 1 – Personal Details			
Your forename(s):	Your surname:		Title:
Postal address:	Home Telephone No:	Mobile Telephone No:	Work Telephone No:
	E-mail address:		Preferred Contact
National Insurance No:	Are you eligible to work in the United Kingdom?		
Are there any adjustments that may be required to be made should you be invited for an interview? If so, please state below:			
Please give brief details of any injuries or major illnesses over the past 2 years:			
How many periods of absence have you had due to sickness over the past 2 years? (Please also give the number of days this totals)			
Where did you see the advertisement for this post? (If more than 1 place, please state)			

Section 2 – Education and Training

Level of Education (school leaver / graduate / post graduate)	Qualifications / Subjects	Attainment Level

Details of other relevant training:

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Are you a member of a professional association? If YES, please give details:

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Section 3 – Employment Record

Name of your present or most recent employer:

Post Held:

Reason for Leaving:

Summary of Job Responsibilities

Details of other previous employment (most recent first). Continue on an additional sheet if necessary:

Employer's Name

Job Held and Responsibilities

Reason for Leaving

Employer's Name	Job Held and Responsibilities	Reason for Leaving

Section 4 – Relevant Skills and Experience

Please explain why you think you are suitable for this post by indicating how you satisfy the criteria on the person specification, drawing on your personal and work experiences, education, training and personal interests. Please do not attach a C.V. as you need to address the criteria on the person specification. The recruiting manager will use these criteria to shortlist applicants consistently.

Section 5 – Miscellaneous

If you are related to any Sencio Officer, please give details:	
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Do you have a full driving license?	YES/NO
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Do you have any criminal convictions, other than those which are spent under the Rehabilitation of Offenders Act 1974?	YES/NO
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If YES, please give details:	
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Please note that convictions which are irrelevant to the post will not be taken into account.

Section 6 – References	
Details of 2 referees. One should be current/most recent employer:	
Name: Address: Telephone No: E-mail address: Position in Organisation (if employer)	Name: Address: Telephone No: E-mail address: Position in Organisation (if employer)
May your current employer be contacted prior to interview?	YES/NO

Data Protection Statement	
<p>The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.</p> <p>If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you information about us or a third party via your payslip. We may also use the information if there is a legal complaint or legal challenge to this recruitment process.</p> <p>We may check the information collected with third parties or with other information held with us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.</p> <p>By signing the application form we will assume that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner.</p>	
Section 7 – Declaration	
<p>I declare that the information I have given in this application form is accurate and true, I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.</p> <p><i>Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to interview.</i></p>	
SIGNED: _____	DATE: _____

Please remember to complete and return the Equal Opportunities Monitoring Form and return it with your application to:

*HR Assistant, Sencio Community Leisure
Head Office, 66 London Road, Sevenoaks, Kent, TN13 1AT*

EQUAL OPPORTUNITIES MONITORING FORM

Sencio Community Leisure operates a policy of equality and fair treatment in employment.

We aim to ensure that all job/volunteering applications are treated fairly, regardless of sex, marital status, political opinions, race, colour, age, ethnic and national origin, religious belief, sexual orientation, gender reassignment or disability.

To help us achieve this aim the information from this form helps us to monitor the effectiveness of our policy.

Please complete the form and return it with your application form. It will be removed from your application and the information you have provided will be used for statistical monitoring purposes.

NAME

GENDER

MALE

FEMALE

WHAT IS YOUR NATIONALITY?

WHAT IS YOUR ETHNIC GROUP?

Choose ONE Section from A to E. Please tick the appropriate box to indicate your cultural background

A. White

British

Irish

Any other White background
(please write below)

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please write below)

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please write below)

D. Black & Black British

Caribbean

African

Any other Black background
(please write below)

E. Chinese or Other Ethnic Group

Chinese

Any other background *(please write below)*

WHAT IS YOUR MARITAL STATUS?

- Single Partnered Married Civil Partnership
 Divorced Separated Widowed Prefer Not to Say

WHAT IS YOUR SEXUAL ORIENTATION?

- Hetrosexual Homosexual Bisexual Prefer Not to Say

WHAT IS YOUR RELIGION OR BELIEF?

- Christian Buddhist Hindu Jewish
 Muslim Sikh None Prefer Not to Say

Other (Please Specify)

DISABILITY

Do you consider yourself to have a disability as defined by the Disability Discrimination Act (1995)?

YES NO

Please indicate the nature of your disability and outline any adjustments to the work place you may need to assist you for the purpose of (a) the interview, (b) the job.

DATE OF BIRTH

Thank you for completing this form. Please return it with your application.

The information you have provided will help Sencio Community Leisure to monitor the effectiveness of our equal opportunity policies and procedures.