

GREATER MANCHESTER CONNEXIONS PARTNERSHIP

APPLICATION FORM

1 Post applied for _____
As advertised in _____ On (date) _____

2 Name _____ Initials _____

National Insurance Number: _____

Address
(for correspondence) _____

Post code _____

Telephone number _____

3 Please give details of present position held, if applicable, with brief outline of duties.

Employer _____

Job title _____ Current salary _____

Date of appointment _____ Notice period _____

Main duties and responsibilities

4. Previous appointments

Please give details of previous posts held since leaving full-time education including full, part-time and voluntary or unpaid work with details of start and finish dates. Please also give brief details of time when not in employment – continue on a separate sheet if required.

Employer/Agency (most recent first)	Posts held and main role(s)	Dates (from – to) and reasons for leaving

5. Education and Training (You will be required to produce original certificates/qualifications if called for interview)

Please state qualifications attained with subjects, grades, and awarding body.

6. Further qualifications e.g. vocational, professional, technical. Please state awarding body.

Note: Candidates must bring evidence of such qualifications and/or records of achievements (if appropriate) if called for interview.

7. Details of professional or technical institutes/societies.

8.References

Please state the names and addresses of two referees, not related to you, who are willing and able to give up-to-date information on your qualifications, experience and skills. One of these must be your current or most recent employer or if you have not been employed, a referee related to relevant voluntary or community work or, if appropriate your head teacher or lecturer from your last school college or university.

It is our practice to request details from all referees prior to interview. If this would cause any difficulties, please contact us to discuss further.

1 Name	2 Name
_____	_____
Position	Position
_____	_____
Working Relationship (if any)	Working Relationship (if any)
_____	_____
Address	Address
_____	_____
_____	_____
Post Code	Post Code
Tel No	Tel No
Fax No	Fax No
E-Mail Address	E-mail address
_____	_____

9.Experience and reasons for applying for the post.

This is your chance to convince the selection panel in 1000 words that you are the person for the job. Please give details of your relevant skills, experience, knowledge and achievements, demonstrating how you meet the requirements of this post, referring to the job description and the person specification. Please use additional sheets if necessary (headed with your surname, initials and post applied for).

10. Disabled applicants

The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. Taking this definition into consideration do you consider you have a disability?

YES/NO

If YES, please describe any equipment you may need or adaptations, which you consider may need to be made to accommodate your disability (ies) if you are appointed to this post.

11. Section 8 of The Asylum and Immigration Act 1996

Do you have or are you entitled to obtain a National Insurance number? YES/NO

(If you have answered YES please ensure that you have stated your National Insurance Number on the form – Section 2)

12. Rehabilitation of Offenders Act 1974

Unless the nature of the work demands it, you will you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background(s) to your offences.

However, any applicant offered employment for a post that is exempted from the Rehabilitation of Offenders Act 1974- i.e. a post that is likely to involve contact with vulnerable individuals or groups, will be subject to a criminal record check from the Police or Criminal Records Bureau before the appointment is confirmed. This will include cautions, reprimands or final warnings as well as convictions.

Candidates invited for interview for such posts will be asked to disclose information relating to any criminal convictions they may have.

13. Declaration

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false or misleading statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signature

Date

