| Springboard Sunderland Trust  **JOB APPLICATION FORM**  Please type directly into the form below or print out the form and write in black ink. | | | | |
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| **Postal applications should be sent to:**  Steve Reay Chief Executive Springboard Sunderland Trust, Rivergreen Industry Centre, Pallion, Sunderland SR4 6AD  **Email applications should be sent to:** jrichardson[@springboard-ne.org](mailto:dwilson@springboard-ne.org) | | | | |
| ***FOR OFFICE USE ONLY*** | | | | |
| *Short list:* | *Ref requested:* | | *Ref received:* | |
| *Interview:* | *Offer/reject:* | | *Other:* | |
| **JOB INFORMATION** | | | | |
| Application for the post of: | | | | |
| **PERSONAL DETAILS** | | | | |
| Full name: | | | | |
| Home address: | | | Postcode: | |
| Home phone: | Daytime phone: | | Mobile: | |
| Email address: | | | | |
| **PRESENT OR MOST RECENT EMPLOYMENT/VOLUNTARY WORK** | | | | |
| Post held: | | | Salary: | |
| Name of employer: | | | Notice period: | |
| Address of employer: | | | | |
| Date started: | | Date left (if applicable): | | |
| Reasons for leaving: | | | | |
| **PREVIOUS EMPLOYMENT (EXCEPT MOST RECENT)** | | | | |
| Employer: | Post held: | | Dates: | |
| Employer: | Post held: | | Dates: | |
| Employer: | Post held: | | Dates: | |
| Employer: | Post held: | | Dates: | |
| Employer: | Post held: | | Dates: | |
| Employer: | Post held: | | Dates: | |
| **EDUCATION, QUALIFICATIONS & TRAINING** | | | | |
| *You need to be specific about only those that are relevant to the post* | | | | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| Exam/qualification/training course title: | | | | |
| Venue: | | | Date achieved: | |
| **AVAILABILTY** | | | | |
| If appointed, when could you begin?: | | | | |
| **REFERENCES** | | | | |
| *We require references from two people who can comment on your ability to do your job, one of whom must be your present or most recent employer* | | | | |
| Name: | | | | |
| Address: | | | | Postcode: |
| Email: | | | | |
| May we contact this referee prior to interview?: | | | | |
| Name: | | | | |
| Address: | | | | Postcode: |
| Email: | | | | |
| May we contact this referee prior to interview?: | | | | |
| **WHY DO YOU WANT THIS JOB?** | | | | |
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| **HOW DO YOU MEET THE PERSON SPECIFICATION?** | | | | |
| *Please clearly indicate the ways in which you meet the requirements of the person specification.*  *You may draw on skills, abilities and experience gained through work, whether paid or voluntary, spare time interests, and activities such as child rearing or home keeping.* | | | | |
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| **OTHER INFORMATION** | | | | |
| *Any other information relevant to your application - in particular if the job description specifies requirements or skills (e.g. driving licence) that you have not already mentioned.* | | | | |
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| **DISABILITY** | | | | |
| Do you consider yourself to have a disability or long-term health condition which gives you a significant disadvantage in getting a job, keeping a job  or developing a career?: | | | | |
| Is your disability or long-term health condition to last at least 12 months?: | | | | |
| *We try to provide access, equipment and practical support to make sure that people with disabilities compete on equal terms at an interview.*  *Please state below if you require any additional help.* | | | | |
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| **DECLARATION OF RELATIONSHIPS** | | | | |
| *Do you have a relative or partner who works at Springboard? If so, please give their name and relationship to you.* | | | | |
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| **RIGHT TO WORK IN UK** | | | | |
| *Do you have the right to work and live in the UK? The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.* | | | | |
| **DECLARATION** | | | | |
| *I confirm that all of the information given on this application form is correct and complete.*  *If you return this form via email, by typing your name in the signature box you are indicating your intention to comply with the above declaration.*  *You will be required to sign the declaration if you are subsequently invited to interview or appointed to the post.* | | | | |
| Signature of applicant: | | | Date: | |
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| **EQUAL OPPORTUNITIES** | | | | |
| *Springboard Sunderland Trust is striving to be an Equal Opportunities Employer.*  *We intend to make sure that there is equality of opportunity and fair treatment for all, regardless of:*  *• sex • marital status • age • race • colour • ethnic or national origin • disability • sexual orientation • responsibility for dependents*  *• religious beliefs • political beliefs*  *To make absolutely certain that our policy of equal opportunities is working, we need to look at:*  *• how we advertise jobs • how we select people for interviews • who is offered a job • what we do after a successful interview*  *This is to make sure there is no discrimination in the way we take on new members of staff.*  *To help us achieve our aim we need to collect and analyze information about people applying for jobs with us.*  *If there is an Equal Opportunities questionnaire enclosed with this application pack we ask you to complete it and return it with your application.*  *If you do not complete the questionnaire we will still consider your application.* | | | | |