One Walsall

Job Application Form

**Instructions to Candidates**

Electronic or handwritten application forms are accepted. Handwritten forms should be completed in black ball point pen. Please complete all sections as incomplete applications may not be considered. Please attach any additional information to the main application.

|  |  |
| --- | --- |
| **Position Applied for** |  |
| **Name** |  |

Please return your completed application form along with the attached Equalities Monitoring form by email to recruitment@onewalsall.org, or by post to:

Recruitment

One Walsall,

Jerome Chambers,

16-16a Bridge Street,

Walsall,

WS1 1HP

If you have any questions about this application form or the role you are applying for, please contact the named person in the Job Advert/Role Profile.

Unless otherwise stated, applications must be received by One Walsall by 11:30pm on the closing date specified in the Job Advert/Role Profile.

One Walsall is an equal opportunities employer and treats all applicants with fairness and transparency.

The selection and interview process is as follows:

* We aim to inform candidates successfully shortlisted for interview within 10 days of the closing date for the vacancy. If shortlisted, you will be informed of interview time and date by letter. If you have not received a letter from us within 15 days of the closing date please assume you have not been shortlisted.
* All details in application forms are scored against the job description and person specification.
* Interview questions are drawn up before the interview and all interviewees will be asked the same questions
* Unless otherwise stated, we do not accept CVs or covering letters. Any sent to us will be disregarded.

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** | Mr | Mrs | Ms | | Miss | |
| **First Name(s)** |  | | | | | |
| **Surname** |  | | | | | |
| **Address** |  | | | | | |
| **Postcode** |  | | | | | |
| **Telephone number** |  | | | | | |
| **Mobile number** |  | | | | | |
| **Email Address** |  | | | | | |
| **Do you hold a current UK Drivers Licence?** | | | | Yes | | No |
| **Do you have access to your own vehicle?** | | | | Yes | | No |
| **Do you have any current unspent criminal convictions?**  (If yes, please specify of a separate sheet) | | | | Yes | | No |
| **Do you consent to a DBS and POVA check?** | | | | Yes | | No |
| **In the last two years, how many days sickness leave have you taken?** | | | | | | |
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**Education and Training**

**Education**

Please list the education and training attended and qualifications attained, starting with the latest fist. Please continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| **School / college / university name and address** | **Dates attended** | **Qualification(s) achieved** | **Grade** |
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**Training**

Please provide details of any other training you have attended in the last two years which may be relevant to the role you are applying for. This should include any informal or in-house training provided in previous employment or volunteering roles.

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**Past and Current Employment**

**Current / Last Employer**

Please provide details of your current or most recent employer.

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| --- | --- |
| **Name & address of employer** | **Position held** |
|  |  |
| **Start date** | **Salary and main benefits** |
|  |  |
| **Notice required or leaving date** | **Reason for leaving** |
|  |  |
| **Summary of key duties** | |
|  | |

**Previous Employment**

Please list your employment history, starting with the most recent first. Please include all roles including part-time work and explain any gaps in your employment (e.g. return to full-time education or career break). Please continue on a separate sheet if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Address of Employer** | **Start and End Date** | **Position Held / Summary of Duties** | **Reason for Leaving** |
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**Previous or current Voluntary or Unpaid Work**

Please list your experience of voluntary or unpaid work, starting with the most recent first. This may be for an organisation or an individual, providing care, for example. Please continue on a separate sheet if required.

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| **Name of Organisation** | **Type of work delivered** | **Start and end dates** |
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**Personal Statement**

Please provide information about why you feel you are suitable for the role you are applying for and what you will bring to the organisation. Taking into consideration the Job Role Profile, Advert and any additional information such as a Person Specification, explain how you meet the Essential Criteria for the role. Please limit this to approximately 750 words or one side of A4. The box will expand as you type. Handwritten applications should provide a personal statement on a separate sheet.

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**References**

We send a copy of the job description and candidate specification so that comment can be made on your suitability to the post you have applied for. Please provide the name and contact details for two people who can provide a reference. One of the referees must be your present or most recent employer.

**Referee 1 (Current or most recent employer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | Mr | Mrs | Ms | Miss |
| **First Name(s)** |  | | | |
| **Surname** |  | | | |
| **Address** |  | | | |
| **Postcode** |  | | | |
| **Telephone number** |  | | | |
| **Email Address** |  | | | |
| Please indicate in what capacity this person is known to you: | | | | |
|  | | | | |

**Referee 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | Mr | Mrs | Ms | Miss |
| **First Name(s)** |  | | | |
| **Surname** |  | | | |
| **Address** |  | | | |
| **Postcode** |  | | | |
| **Telephone number** |  | | | |
| **Email Address** |  | | | |
| Please indicate in what capacity this person is known to you: | | | | |
|  | | | | |

**Declaration**

I confirm all the information given in this application form is, to the best of my knowledge, true and complete.

|  |  |
| --- | --- |
| **Signature** (electronic copies print name) | **Date:** |
|  |  |

Applicants submitting electronic application forms will be requested to sign a copy of the declaration should they be invited to interview.

Please return your completed application form along with the attached Equalities Monitoring form by email to recruitment@onewalsall.org, or by post to:

Recruitment

One Walsall,

Jerome Chambers,

16-16a Bridge Street,

Walsall,

WS1 1HP

**To help us evaluate our recruitment practices we would be grateful if you could tell us where you heard about this job opportunity (tick all that apply):**

|  |  |
| --- | --- |
| CharityJobs website | WMJobs website |
| Our email bulletin | A friend or colleague |
| Social media (e.g. Twitter) | Other (please specify) |

**Equal Opportunities Monitoring Form**

One Walsall operates an equal opportunities policy. To help ensure that the policy is put into practice, and for no other reason, would you please complete this form and return it with your application form. The details will be treated as strictly confidential.

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| **Position Applied for** |  | | | | | |
| **Name** |  | | | | | |
| **Date of Birth** |  | | | | | |
| **Gender** | Male | | | Female | | |
| **Ethnicity**  Please tick a box below that best describes your ethnic origin. | | | | | | |
| 1. **White** | | | | | | |
| British | | Irish | | | Any other white background | |
| 1. **Mixed** | | | | | | |
| White/Black Caribbean | | White/Black African | | | White/Asian | |
| Any other White background | | | | | | |
| 1. **Asian/Asian British** | | | | | | |
| Indian | | Bangladeshi | | | Pakistani | |
| Any other Asian background | | | | | | |
| 1. **Black/Black British** | | | | | | |
| Caribbean | | African | | | Any other Black background | |
| 1. **Other Ethnic Group** | | | | | | |
| Any other Ethnic background | | | | | | |
| **Disability** | | | | | | |
| Do you consider yourself to have a disability? | | | Yes | | | No |
| Are you registered disabled? | | | Yes | | | No |
| Please give details of your disability | | | | | | |