

Application for Employment

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|---------------------|
| CONFIDENTIAL |
|---------------------|

Linkage Community Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Linkage Community Trust will seek to ensure that people are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, family responsibilities, sexual orientation or other inappropriate distinction.

All of the information provided in this application form will be treated in the strictest confidence. **Please complete all sections of this form clearly in black ink or type.** If any space is too small, please continue on an additional sheet clearly stating your name and the post applied for, or expand the section if completing electronically.

Please do not send in your CV. All applications must be made on this form alone and **any CVs submitted will not be sent to the shortlisting panel.**

Personal Details

| | | | |
|-----------|--|-------------------------------|----------|
| Surname | | Title | |
| Forenames | | Other Names | |
| Address | | Home Tel. No. | |
| | | Mobile Tel No. | |
| | | E-mail address | |
| Postcode | | Do you require a work permit? | YES / NO |

| | |
|---|----------|
| Are you related to any employee/s of Linkage Community Trust? | YES / NO |
| If yes please state their name, relationship to you and position (if known) | |

Specialist Further Education | Care Services | Employment Support

Registered Office: Linkage Community Trust, Toynton Hall
Toynton All Saints, Near Spilsby, Lincolnshire, PE23 5AE

T: 01790 752499 **W:** www.linkage.org.uk **E:** enquiries@linkage.org.uk

Company Limited by Guarantee No. 01240377, Registered Charity No. 504913



Application for Employment

Post Details

| | | | |
|------------|--|-------------|--|
| Post Title | | Vacancy No. | |
| Department | | | |

| | |
|--|--|
| Where did you see this vacancy advertised? | |
|--|--|

Education Details (please list most recent education first)

| School/College/University | Qualification Obtained | Grade |
|---------------------------|------------------------|-------|
| | | |

Please note: candidates invited for interview will be required to provide documentary evidence of their qualifications

Formal Training Undertaken

| Subject/Course Title | Organising Body | Duration |
|----------------------|-----------------|----------|
| | | |



Application for Employment

Professional Bodies

| Professional Body/Association | Qualification/Membership Level | Dates of Qualification/Membership |
|-------------------------------|--------------------------------|-----------------------------------|
| | | |

Employment History

Current Employment

| | | | |
|---|--|-----------------------|--------|
| Job Title | | Employer's Name | |
| Address of Employer | | | |
| | | | |
| Start Date | | End Date (or current) | Salary |
| Notice Required | | Reason for Leaving | |
| Main duties, responsibilities and experience gained (please relate this to the criteria in the Job Description / Person Specification for the role you are applying for where possible) | | | |
| | | | |



Application for Employment

All Previous Employment (please list most recent previous employment first)

| Employer Name and Address | Job Title | From | To | Brief duties | Reason for Leaving |
|---------------------------|-----------|------|----|--------------|--------------------|
| | | | | | |

Supporting Information (Please refer to the Job Description and Person Specification for the role. You may also detail further information, including any skills and / or special interests, which you consider relevant)



Application for Employment

Personal Statement (regarding gaps in employment or education) (If you have gaps in employment and / or education during the last 5 years, please write a detailed personal statement about your activities during these times)



Application for Employment

Referee Details (Please detail the names of referees who will be approached by Linkage. If you are in, or have just completed, full time education, one referee must be from your school / college. If you are, or recently have been, employed, you must specify employment referees to cover your **last 5 years** of employment. If you have gaps in employment and / or education during the last 5 years, you must supply the details of suitable referees who can verify your activities during these gaps. Please supply business / professional contact details wherever possible).

Referee 1

| | | | |
|--|--|----------------|----------|
| Surname | | Company Name | |
| Forenames | | Job Title | |
| Address | | | |
| Tel. No. | | E-mail address | |
| If you are selected for interview can we approach this referee prior to interview? | | | YES / NO |

Referee 2

| | | | |
|--|--|----------------|----------|
| Surname | | Company Name | |
| Forenames | | Job Title | |
| Address | | | |
| Tel. No. | | E-mail address | |
| If you are selected for interview can we approach this referee prior to interview? | | | YES / NO |

Referee 3

| | | | |
|--|--|----------------|----------|
| Surname | | Company Name | |
| Forenames | | Job Title | |
| Address | | | |
| Tel. No. | | E-mail address | |
| If you are selected for interview can we approach this referee prior to interview? | | | YES / NO |



Application for Employment

Referee 4

| | | | |
|--|--|----------------|----------|
| Surname | | Company Name | |
| Forenames | | Job Title | |
| Address | | | |
| Tel. No. | | E-mail address | |
| If you are selected for interview can we approach this referee prior to interview? | | | YES / NO |

Referee 5

| | | | |
|--|--|----------------|----------|
| Surname | | Company Name | |
| Forenames | | Job Title | |
| Address | | | |
| Tel. No. | | E-mail address | |
| If you are selected for interview can we approach this referee prior to interview? | | | YES / NO |

Referee 6

| | | | |
|--|--|----------------|----------|
| Surname | | Company Name | |
| Forenames | | Job Title | |
| Address | | | |
| Tel. No. | | E-mail address | |
| If you are selected for interview can we approach this referee prior to interview? | | | YES / NO |

Please continue on separate sheet if necessary.



Application for Employment

Declaration (please read the following declaration carefully)

I certify to the best of my knowledge the information that I have given on this application form is true and accurate. I understand that to withhold, falsify or omit relevant information will lead to disciplinary action that may include dismissal should my application be successful.

I note that if I am offered employment with Linkage Community Trust the offer will be subject to verification of qualifications, criminal record background check, medical clearance and receipt of satisfactory references as appropriate.

I also note that these details will be entered into the Linkage electronic HR system and will also be held within a manual filing system. I signify my agreement to the processing and storage of these details, and, if appointed, give my consent that these and further details may be stored and processed as appropriate by Linkage Community Trust in accordance with the provisions of the Data Protection Act.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|



Application for Employment

Additional Information

Transport for Work

| | |
|--|----------|
| If the post for which you are applying requires you to use a vehicle (this will be clear in the job description / person specification), do you hold a full valid current driving license? | YES / NO |
| Do you have access to transport? | YES / NO |

Disability/Health Conditions

Linkage Community Trust encourages people with disabilities to apply for jobs and has been awarded the 'Two Ticks' Disability Symbol. This means that Linkage Community Trust is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

| | |
|---|----------|
| Do you consider yourself to have a mental or physical impairment that is covered by the definition above? | YES / NO |
|---|----------|

| | |
|--|----------|
| If you have answered Yes to the above, do you wish to be considered under the 'two-tick' scheme? (If Yes, please give details of the impairment in the space provided below) | YES / NO |
|--|----------|

Please indicate if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application:



Application for Employment

Rehabilitation of Offenders Act 1974

Due to the nature of the work undertaken at Linkage, all posts within the Trust are exempt from the provisions of Section 4 (2) of the above act. This means that applicants are not entitled to withhold information about any convictions which are 'unspent' under the provisions of the Act. You must therefore disclose details relating to any 'unspent' convictions that you may have. **The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.** A successful applicant will be required to submit to a Disclosure via the Disclosure and Barring Service (DBS), which will include details of any previous 'unspent' criminal convictions. The DBS Disclosure may also include details of 'unspent' cautions, reprimands or official warnings that have been received so applicants should ensure they disclose information on these areas if appropriate. For information on the terms of disclosure please visit the Disclosure & Barring Service website; www.gov.uk/government/organisations/disclosure-and-barring-service

Linkage operates this process in accordance with a written code of practice, a copy of which is available upon request.

Please note that an offer of employment may be withdrawn, or employment subsequently terminated, should an applicant be found to have given false information. The disclosure of previous convictions or pending criminal proceedings against you will not necessarily disadvantage your application.

Please provide details of any convictions, cautions, reprimands or warnings which are 'unspent':

| | |
|---|----------|
| Are there any criminal proceedings against you pending? | YES / NO |
|---|----------|

If you have answered 'Yes' to the above, please give full details:

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|



Equal Opportunities Applicant Monitoring Form

Linkage will seek to ensure that people are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, maternity or paternity, family responsibilities, sex and/or sexual orientation.

In order to ensure compliance with its Equality and Diversity policy, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. It will not be viewed by anyone involved in shortlisting or appointment for this post.

The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish.

| | | | |
|------------------------|--|--------------|--|
| Post applied for: | | | |
| Full Name of Applicant | | Nationality | |
| Date of Birth | | Age in Years | |

Gender

- Male
- Female
- Transgender
- Prefer not to say

Marital Status

- Married
- Single
- In a civil partnership
- Other (please specify)

- Prefer not to say

Sexual Orientation

- Heterosexual
- Homosexual
- Bisexual
- Prefer not to say



Equal Opportunities Applicant Monitoring Form

Cultural and Ethnic Origin

There is no absolute way to determine any person's ethnic group and it is for the individual themselves to choose the classification with which they identify. The list below complies with the classifications used in the 2011 Popular Census (please tick one box only):

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

Other Ethnic Groups

- Arab
- Any other ethnic group

White

- British / Mixed British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Religion

- Christian
- Catholic
- Jewish
- Sikh
- Muslim
- Hindu
- Buddhist
- Rastafarian
- None
- Other (please specify)

- Prefer not to say

Thank you for your assistance in completing this form.

Application forms can be submitted by email to personnel@linkage.org.uk or by post to the HR Department, Linkage Community Trust, West Central Business Park, Runcorn Road, Lincoln LN6 3QP