**Job Application Form**

Strictly Private & Confidential (please complete in black ink)

**Please return your completed application form to:**

Rochdale Connections Trust

60 Drake Street

Rochdale

OL16 1PA

Email: [info@r-c-t.co.uk](mailto:kathy.thomas@r-c-t.co.uk)

“Committed to Equality and Diversity”

|  |  |
| --- | --- |
| Application for the position of: | Where did you hear of this position? |
| First Name: |  |
| Surname: |  |
| Are you known by any other name / preferred name: |  |
| Title: |  |
| Address: |  |
| Post Code: |  |
| Phone Number: | Landline:  Mobile: |
| Email address: |  |
| Do You Hold a Current Driving Licence? | Yes No Not Applicable |
| Do You Own a Car?  If no, do you have the use of one? | Yes No Not Applicable |
| Any endorsements:  If so, how many and what for? | Yes No Not Applicable |
|  |  |
| Where did you hear about this opportunity? |  |
| Do you have a current DBS?  Is it registered on the update service? | Yes No Not known Not Applicable |
|  |  |
| Education and Qualifications | (Please include any courses you are currently studying and the expected completion date including Place of Study, Course Title, Level, Awarding Body) |
| Professional or other qualifications (including membership of Professional bodies – give dates) |  |
| Details of other specialised training, knowledge or talents, e.g. typing, languages etc. |  |
| **Present or Latest Employment**  Name and address of current/most recent employer  Nature of business  Brief Description of duties    Job Title:  Date Started:    Date Left  (if applicable):  Current Salary:    National Insurance No.  Reason for leaving/wanting to leave:  How soon could you enter our employment if appointed? | |
| **Previous Employment (including voluntary etc)**  Please include: Duration of Appointment, Name & Address of employer/ organisation, Nature of work, Reason for Leaving, Salary if applicable | |
| **Experience**  Please give a summary why your skills and/or experience are relevant to this position. Please indicate why you want this position.  Qualification and Experience  (You may continue on a separate sheet if necessary) |  |
| Please use this space to write a supporting statement, explaining why you think you would be suitable for the role. We recommend that you write no more than 800 words: |  |
| **Hobbies and Leisure Activities** |  |
| Is there any other information you consider relevant? |  |
| To the best of my knowledge and belief, all the particulars I have given are true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent for Rochdale Connections Trust to process the personal and sensitive information I have provided in this application. (Please note that in compliance with the Data Protection Act 1998, the information you have given to Rochdale Connections Trust will not be disclosed to a third party without your permission).  Signature:    Date: | |

|  |  |
| --- | --- |
| **Criminal Record Declaration** | |
| Do you have a criminal record? | Yes No Not known Not Applicable |
| If yes please give details |  |
| Have you been involved in any incident where allegations of abuse have been made? |  |
| If yes please give details |  |
| Please give your previous address (es) if you have lived at your present address for less than five years: |  |

**I agree to my details being passed on to the Police to conduct a check for cautions or convictions and for the result of the check to be disclosed to RCT in confidence (a record would not necessarily prevent you from becoming a volunteer)**

**If you wish to discuss, on a confidential basis, any concern you have about completing this declaration please contact us.**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Please give the names and addresses of two employment referees, one being your present employer. No approach will be made without your permission. Wherever possible, employment references should cover your last three years of employment.

**Referee 1**

## Name

Address

Postcode

Telephone No

Email

Relationship to you

##### Referee 2

Name

Address

Postcode

Email

Telephone No

Relationship to you