



Job Application Form

Please refer to the Guidance Notes for Job Applicants before you complete this application form.

This form may be photocopied. Please type or write clearly in black ink.

The completed form should be returned to:

Hayley Smith, Centre Manager, Over Day Centre, 1 Drings Close, Over, Cambridge CB24 5NZ.

Application for the post of: **Part-time Cook – Monday to Wednesday** at Over Day Centre.

Where did you see the advertisement?

Name

Surname (BLOCK CAPITALS)

Address for Correspondence:

(BLOCK CAPITALS)

..... Postcode:

E-mail Address:

Telephone number: (Daytime)(Home)

National Insurance No. (if known):

Do you require a work permit or are there any restrictions to your residence in the UK that may affect your right to take up employment in the UK? Yes / No

Do you hold a current clean full driving license? Yes / No

For Personnel Department Use Only

Application Number

Secondary Education (from age 11)

School	From	To	Qualifications gained stating subjects, grades & dates

Further/Higher Education

(Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

University/College	From	To	Full or part-time	Qualifications & classifications of degree (if applicable)

Details of other professional or technical courses, not included above, along with any NVQ/apprenticeship/training in a trade or profession and dates

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Employment

Please give details of all previous employment (including unpaid activities) starting with your present (or most recent) employer.

You may wish to include a brief summary of your main duties and responsibilities in the statement of support of your application.

Present/most recent employment

Dates From/To	Employer's name, address and nature of business	Job title	Reason for leaving

Notice Period required.....

Please state current salary or most recent salary if not currently employed

Reason for leaving.....

Previous Employment

Dates From/To	Employer's name, address and nature of business	Job title	Reason for leaving

References

Please give below the details of two people from whom we can obtain references, at least one of whom should be your present or most recent employer.

Name		
Position		
Tel No		
Email address		
Address		
Occupation or relationship to you		
<i>Please tick box if you do not wish Referee 1 to be contacted until you have been notified</i>		☐
<i>Please tick box if you do not wish Referee 2 to be contacted until you have been notified</i>		☐

Please note that when we contact referees we will request information on your attendance and health record over the last two years.

Criminal Convictions

Please give details below of any unspent criminal convictions. This information is required to enable the Over Day Centre to assess whether the conviction(s) presents grounds for not taking your application further.

Where we consider that the conviction(s) is not relevant to your application, we will disregard it.

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I hereby certify that to the best of my knowledge the details given in this form is correct and complete. I understand that in the event of my being offered employment with Over Day Centre, any proven falsification, or concealment of any material fact in respect of my application may lead to Over Day Centre withdrawing the offer of employment if employment has not yet commenced or disciplinary action and dismissal if employment has commenced.

Signature Date.....

Statement in Support of Application (both sides may be used)

EQUAL OPPORTUNITIES MONITORING FORM

Over Day Centre is committed to a policy of Equal Opportunities in Employment. One of the aims of this policy is to ensure that discrimination on the grounds of race, sex, or disability is avoided. To ensure that this policy is fully and fairly monitored would you please complete this form and return it with the application form. The information collected will form a confidential statistical record which will not be used for any purpose other than Over Day Centre's policy on Equal Opportunity.

Post applied for

Date of Birth

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 D D M M Y Y

Please mark with an 'x' the boxes which most closely describe you

I am female ☐ male ☐

☐ White - British	☐ Asian or Asian British - Bangladeshi
☐ White - Irish	☐ Chinese or other Ethnic background - Chinese
☐ Other White Background	☐ Other Asian Background
☐ Black or Black British - Caribbean	☐ Mixed - White and Black Caribbean
☐ Black or Black British - African	☐ Mixed - White and Black African
☐ Other Black Background	☐ Mixed - White and Asian
☐ Asian or Asian British - Indian	☐ Other Mixed Background
☐ Asian or Asian British - Pakistani	☐ Other Ethnic background

Disability

Definition: The Disability Discrimination Act 1995 defines a disabled person as one who has physical or mental impairment which has substantial and long-term adverse effect on his/her abilities to carry out normal day to day activities.

Do you have a disability? YES ☐ NO ☐

If yes, what is the nature of your disability:

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Guidance Notes for Job Applicants

Thank you for requesting details of this appointment. We are pleased to enclose an application form together with a job description, person specification and other information which will assist you to complete your application.

Equality and Diversity

Over Day Centre is committed to a policy of equality and diversity in employment. It aims to ensure that no job applicants or employee receives less favourable treatment on the grounds of gender, colour, race, ethnic or national origin, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant factor. The selection criteria and procedures adopted by Over Day Centre should ensure that individuals are selected only on the basis of their relevant merits and abilities.

The Application Form

This has four pages that should be completed:

Page one	requires information about personal details, name and address and work permits.
Page two	requires information regarding education, qualifications, courses and publications.
Page three	requires a detailed breakdown of employment history.
Page four	requires names and addresses of referees and information regarding criminal convictions if applicable, and should be signed by the applicant.
Page five	requires a letter or statement from the applicant to support their application
Page six	requires information for equal opportunity monitoring purposes only

The form requires you to sign a declaration certifying that all the information you have provided is accurate. Please note that providing incorrect information or deliberately omitting any information requested, may result in either disqualification from the selection process, or if the discovery is made after appointment, summary dismissal.

The Job Description – this provides information on the duties required to perform the job being advertised. It will normally describe the main purposes of the job and the tasks and duties to be performed.

The Person Specification – this is a summary of the main characteristics a person needs to perform the job. This aids the shortlisting process and helps to avoid unfair recruitment by ensuring that only relevant and reasonable selection criteria are used.

Letter or Statement to support application – this is a useful way for an applicant to state why they would like the job and give any relevant information to support this in their own words

For photocopying purposes, it is essential that applications are typed or completed in black ink. Completed applications should be returned in good time before the closing date, as applications received after this date cannot be considered due to timing of interview dates.

All applications should be returned to Over Day Centre marked for the attention of Hayley Smith, Centre Manager. It is acceptable to send a CV with your application form but CVs will not be accepted without a completed application form.