

Employment Application Form



slough community
leisure

Montem Leisure Centre, Montem Lane, Slough, SL1 2QG

STRICTLY CONFIDENTIAL

Please use black ink

Please note we will only accept a C.V. that meets the requirements of the Person Specification. This is to ensure consistency and fairness in the assessment of all candidates. Please refer to the guidance notes within this pack.

Application for the post of:

Personal Details

First Name(s)..... Surname

Address

.....

..... Post Code

Home Tel. No Work Tel. No

Mobile No..... Email

In order to comply with the Asylum & Immigration Act, you must declare if there are any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes / No

If Yes, please provide details:

Present Employment (if now unemployed give details of last employment)

Name & Address of Current Employer

.....

.....

Post Title:

Salary: Period of Notice:

Brief description of duties:

.....

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Reason for leaving

Previous Employment (most recent first)

Name of Employer	Job Title & Key Achievements	Reason for Leaving

Voluntary / Unpaid Activities

Position Held	Organisation	Brief Detail of Duties

Qualifications (candidates will be required to provide certificates/awards as proof of evidence)

Level of Education e.g. school leaver, graduate etc	Examinations passed e.g. qualification gained, skills gained	Grades

Personal Development

Include details of any training courses, or professional memberships which you hold:

References (please give the names and addresses of two referees, one of whom should be your present or most recent employer or if you have recently finished education, a tutor or teacher. They must be able to comment on your suitability for this post. The other may be someone who knows you well but they should not be a member of your family.

Name.....

Address.....

.....

.....

Tel No.....

Occupation.....

Capacity in which known.....

Have you any objection to this referee being contacted prior to interview?

Yes No

Name.....

Address.....

.....

.....

Tel No.....

Occupation.....

Capacity in which known.....

Have you any objection to this referee being contacted prior to interview?

Yes No

General

Do you hold a current driving licence? Yes No Full Provisional

Do you have any relatives working for Slough Community Leisure? If so, please state names

.....

Job Skills and Person Specification Supporting Information

Please outline your skills, knowledge, experience and achievements which demonstrates your suitability for this post against criteria listed in the **Job Description and Person Specification** and indicate how you would fulfil the role.

Please refer to guidance notes in this pack.

Please continue on a separate sheet if necessary

Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act, you are required to give details of any convictions which are not “spent”. Failure to do so may render you liable for dismissal. Certain posts are exempt from the provision of this Act and job applicants must disclose all criminal convictions whether spent or not. If the post you have applied for comes within this category it will be clearly indicated in the supporting information for the post; and appointment will be subject to a clearance report from the Criminal Records Bureau. A criminal record will not necessarily be a bar to obtaining this position.

Please give details of any criminal convictions:

Date	Offence	Sentence

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will assume that you agree to the processing of sensitive personal data, in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

Signature..... Date.....

RECRUITMENT MONITORING FORM



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Application for the post of:

Slough Community Leisure has an Equal Opportunities policy and in order to monitor their effectiveness all applicants seeking employment with the Company are asked to complete the details below. The information provided will be strictly confidential. Your co-operation in completing all of the sections below will assist the Company to review the Equal Opportunities policy.

Ethnic Group

I would describe my ethnic origin as (please tick)

- | | | |
|--|--|--|
| Black Caribbean <input type="checkbox"/> | Asian Indian <input type="checkbox"/> | White (UK) <input type="checkbox"/> |
| Black African <input type="checkbox"/> | Asian Pakistani <input type="checkbox"/> | Irish <input type="checkbox"/> |
| Black Other <input type="checkbox"/> | Asian Bangladeshi <input type="checkbox"/> | White Other <input type="checkbox"/> |
| Chinese <input type="checkbox"/> | Asian Other <input type="checkbox"/> | Mixed Racial/Ethnic <input type="checkbox"/> |
| Not Known <input type="checkbox"/> | Not Stated <input type="checkbox"/> | Other (please state.....) <input type="checkbox"/> |

Gender

- Male Female Transexual



RECRUITMENT MONITORING CONTINUED



Disability Discrimination Act

Do you consider yourself to have a disability? Yes No

If Yes, please state nature of disability

The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out their normal day to day activities”

Please let us know if you believe that there are any reasonable adjustments we should need to make to enable you to carry out the duties of this post

.....
.....

Do we need to make any specific arrangements for you to attend the interview?

.....
.....
.....

Date of Birth

/ / Age

Present Status

Internal Applicant External Applicant

Media

Please state where you saw this post advertised

ONCE COMPLETED, PLEASE RETURN THIS FORM TO:

THE RECRUITMENT ADMINISTRATOR
SLOUGH COMMUNITY LEISURE
MONTEM LEISURE CENTRE
MONTEM LANE, SLOUGH, SL1 2QG

