



JOB APPLICATION FORM

Post(s) applied for (including post reference(s)) :

Are you permitted to work in the United Kingdom : Yes No I require a work permit

1. PERSONAL DETAILS

Surname :
First Name :
Home Address :
Postcode :

Home Tel :
Mobile Tel :
Work Tel :
May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>

E-mail :	We will use this address if we need to contact you
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National Insurance No :	
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Please answer the following questions (*where relevant to the role):

- Are you related to, or do you live with, any present or former Board members of Stay Up Late? Yes No
- * Do you have a full manual Driving Licence that allows you to drive in the UK? Yes No
- * Do you have access to a car that you can use for work? Yes No
- * Have you ever been banned from driving, or do you have any current endorsements ('points') on your licence? If so please give details: Yes No

2. REFERENCES – COVERING LAST 3 YEARS

We require at least 2 references from your Line Managers / Supervisors in your current and previous employment – covering the last **3 years**. One must be your most recent employer. If the reference details you provide do not cover employment for the last 3 years, we will require further information if you are successful at interview. References will only be taken up for successful candidates where a verbal job offer has been accepted unless stated otherwise.

(Please continue on a separate sheet if further references are required)

Name :
Job Title :
Organisation :
Address :
.....
Tel Number :
Dates from / to :
Capacity in which they know you (e.g. Line Manager)

Name :
Job Title :
Organisation :
Address :
.....
Tel Number :
Dates from / to :
Capacity in which they know you (e.g. Line Manager)

3. EDUCATION / QUALIFICATIONS / TRAINING

Please give information about qualifications gained relating to the role you are applying for – please continue on a separate sheet where necessary:

EDUCATION / QUALIFICATIONS		
Qualifications	Date	Grade
TRAINING (If you have undertaken any relevant training to this post please give details)		
Course details	Date	Training provider

4. EMPLOYMENT BACKGROUND

Please continue on a separate sheet if necessary

CURRENT / MOST RECENT JOB			
Employer's name		Salary	
Job Title		Notice required	
Reason for leaving			
Brief Description of Duties :	Dates (month & year)		
	From	To	

PREVIOUS JOBS (PAID AND VOLUNTARY) OVER LAST 10 YEARS – please detail the most recent first. Where there are gaps between jobs, please indicate why (e.g. continuing education, family, child care, unemployment or travelling).

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :	Dates (month & year)		
	From	To	

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :	Dates (month & year)		
	From	To	

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

Employer's name		Reason for leaving	
Job Title			
Brief Description of Duties :		Dates (month & year)	
		From	To

5. SHORTLISTING INFORMATION – Skills and Abilities / Knowledge & Experience / Qualities

This is an important part of the application. Please read the person specification before completing this section. Tell us why you are applying for this job. You should also show how you meet each requirement of the person specification by providing details of your experience, skills & knowledge gained in employment, voluntary work or elsewhere. Please use each section/heading in the Person Specification to organise your application.

Please continue on a separate sheet if necessary

6. FURTHER INFORMATION

The Data Protection Act 1998 requires that any staff handling personal data on others must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held on them and rights to claim for damages if various offences occur. This covers manual as well as computerised records.

In implementing the legislation, Stay Up Late adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application. The Charity should not keep on record any information, opinion or judgement that we would not be comfortable showing to its subject and explaining or justifying if called upon to do so.

If you are unsuccessful in this application, we will keep this form on file for 3 months should you wish to be considered for other voluntary or paid vacancies as they arise. Please tick to show your agreement to this.

Disciplinary Record : Have you ever been the subject of disciplinary action in the past? No Yes

If yes, please give details below

Date	Employer	Subject	Outcome

Convictions: Have you ever been cautioned by the police or convicted of a criminal offence? No Yes

Have you ever been referred to the children's or adult's 'barred' list? No Yes

If Yes to either question, please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working with vulnerable adults, in which case both spent and unspent convictions cautions, bindovers and pending prosecutions must be declared.

Bankruptcy: Only to be completed if you are applying for a finance or managerial post.

Have you been declared bankrupt or do you have an individual voluntary agreement with creditors? No Yes

Please tell us where you heard about this vacancy?.....

.....

7. DECLARATION

I certify that the information given in this application is true and accurate to the best of my knowledge. I also understand that if I get the job and the information given is subsequently found to be false, I may be liable to dismissal. If I am successful in my application, I agree to the references (as stated on page 1 of this form) being requested.

Signed: Date:

All sections should be completed by the applicant themselves. If this is not possible, the name of the person completing the form and reason should be stated here

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PLEASE RETURN THE APPLICATION FORM TO :

The Secretary
 Stay Up Late
 2 Bell Lane, Lewes, East Sussex, BN7 1JU
 Telephone: 01273 405840
 Fax: 01273 405801 E-mail: info@stayuplate.org

8. DIVERSITY AND EQUALITY MONITORING

Stay Up Late is an Equal Opportunities employer and is committed to personnel policies which do not unfairly discriminate on grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation or medical condition (including people living with HIV or AIDS). For this reason recruitment and selection procedures have been adopted which aim to avoid any unfair discrimination on these grounds during consideration of applicants for employment. To help us monitor this Policy and the effectiveness of our recruitment practices, we ask you to complete the following questions. As with all the other information you provide on this form, it will be treated as confidential but monitored by only HR and will not be seen by the selection panels.

PLEASE NOTE : This form is destroyed 12 months after closing date (whether application is successful or not)

ETHNIC ORIGIN

We examine applications regardless of your ethnic or racial origin, in the box provided, please tick the statement applicable to you :

- White : British
 : Irish
 : Other
- Mixed : White & Black Caribbean
 : White & Black African
 : White & Asian
 : Other
- Asian / Asian British : Indian
 : Pakistani
 : Bangladeshi
 : Other
- Black / Black British : Caribbean
 : African
 : Other
- Chinese
 Other
 Not known
 Undisclosed

DISABILITY

If you have a disability and are qualified / experienced or otherwise suited for the job, it will not influence our attitude towards your application.

Do you have a disability? Yes No

If yes, please give brief details :

.....

Do you have a long term health condition? Yes No

If yes, please give brief details :

.....

GENDER AND SEXUAL ORIENTATION

Your gender / sexual orientation will not influence our attitude towards your application.

Male Female

How do you regard yourself :

- Heterosexual Bisexual
 Lesbian / Gay Undisclosed

AGE

Your age will not limit our consideration of your suitability, subject to statutory and regulatory requirements.

- 16 – 18 19 – 24 25 – 34
 35 – 44 45 – 54 55+

RELIGION

- No Religion Hindu
 Christian Jewish
 Buddhist Other (please write in)
 Muslim

RECRUITMENT ADVERTISING

Where did you hear about the vacancy advertised :

- Internal
 Newspaper – (please state title)

Website : Southdown Housing Association
 Other (please state)

- Job Centre
 Word of mouth

Number:

9. GUIDANCE NOTES

The application form plays a vital role in the selection process: both in deciding whether or not you will be shortlisted for an interview and as a basis for the interview itself. It is therefore important to address the required criteria of the role by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

THE JOB DESCRIPTION

- The job description details the type of duties you would be expected to carry out.

THE PERSON SPECIFICATION

- The person specification lists the skills, knowledge, qualifications and experience required. You should provide evidence that you meet the essential criteria on your application form.
- Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests.

YOUR EMPLOYMENT HISTORY

- Write out your career history: starting with the most recent. Ensure that you explain the main features of the most relevant jobs that you have had. Check that the dates are correct and in the right order. Ensure there are no gaps. (Use an extra page if you need more space.)

DO A ROUGH DRAFT FIRST

- Write out the form in rough to avoid mistakes, repetitions, etc.
- This also gives you the opportunity to ensure that your form is well organised and relevant.

REFERENCES

- Ensure you supply a full three years of referees including your current or most recent employer. If you need to provide more than 2 referees to cover three years, use an extra page if needed.

SHORTLISTING INFORMATION SECTION

- This is where you write why you are suited to the position. Gear your application to the job.
- You should refer to the person specification and provide evidence of how you meet each requirement.
- Your form should be written in a concise, well-organised and positive way.
- Specify your own responsibilities rather than those of your organisation or Company.

COMPLETE THE FORM

- Complete the form electronically or use back ball-point.
- Ensure it is clearly presented to create a good impression.

HEALTH QUESTIONS

- Ensure you complete all sections.

CONVICTIONS

- It is essential that this declaration is completed. Read this section carefully and complete if necessary. If you do have a declaration, give details on a separate sheet.

SEND THE FORM IN ON TIME

- Send your completed form to the The Secretary, Stay Up Late, (at the address on the back of the application form) marked 'Private & Confidential' before the closing date.
- Keep a copy for your own records.