



APPLICATION FORM ASSISTANT MANAGER

Please complete all sections

Position Applied for:	
Name:	Mr/Mrs/Miss/Ms
Address:	Tel no (home):
How long have you lived here: Years: Months:	Tel no (mobile):
E-mail:	
Previous address if less than three years;	
How long have you lived here: Years: Months:	

EDUCATION HISTORY

Dates Attended from (mm/yyyy)	Dates Attended to (mm/yyyy)	Name of School/establishment	Qualifications obtained (where relevant)

Please give details of any other professional or vocational qualifications;		
Dates obtained	Name of course attended	Name of Awarding Body

EMPLOYMENT HISTORY

Current or most recent post held:	
Name and address of current or most recent employer:	Start (& finish) date:
How much notice would you have to give?	

Previous Employment:				
Dates employed from (mm/yyyy)	Dates employed to (mm/yyyy)	Name of Employer	Job Title	Reasons for leaving

If there are any gaps in your employment history, please explain why

SUPPORTING INFORMATION

Please say why you are applying for this post:

REFERENCES

Please give details of two referees (not relatives), one of whom should be your current, or most recent, employer, who can comment on your suitability for this position and provide independent verification of your suitability to work in this role.

Name:

Position:

In what capacity do you know the referee?

Name of Organisation:

Address:

Telephone No:

Email address:

Name:

Position:

In what capacity do you know the referee?

Name of Organisation:

Address:

Telephone No:

Email address:

References will not be taken before interview

For persons who are not British or EU nationals

Are you from outside the UK?

YES

NO

(If so you will need to prove that your visa allows you to work in the UK)

If you have any conditions related to your employment please give full details below

WORK PERMIT DETAILS

If you have a Work Permit

Work Permit Number;

PERSONAL DECLARATION

Do you consider yourself to have a disability?

YES

NO

If you do have a disability what support would you need with this to enable you to do the job?

Criminal History: The position which you are applying involves contact with children, young people and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, 'bind over' or any criminal convictions no matter how old they are, including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or 'bound over' or given a caution, warning or reprimand either in the UK or any other country?

Please tick Yes No

If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that this role requires an Enhanced DBS Disclosure and satisfactory DBS clearance by any relevant authority.

I can confirm that I have not been barred from working with children, young people or vulnerable adults by the Independent Safeguarding Authority or any other organisation.

Signed:

Dated:

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children, young adults or vulnerable adults not subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or omit information could result in the withdrawal of any offer of employment, or dismissal at anytime in the future and possible prosecution.

Signed: _____ Date: _____

Print Name: _____

DIVERSITY MONITORING

High Wycombe Shopmobility treats all job applicants equally on their merits, without regard to race, creed, colour or age. To enable us to ensure this policy is carried out, wherever possible, we keep records of the ethnic origin of all applicants.

It will help us if you complete the following questionnaire. This is entirely voluntary and your application will in no way be prejudiced if you decide that you do not wish to answer the following questions.

All information will be treated in absolute confidence and will only be used to produce relevant statistics for the Association's own use.

Date of Birth:

Do you consider yourself to be (please tick appropriate box)

1. White British Irish Other

2. Mixed White & Black Caribbean White & Black African
 White & Asian Other

3. Asian or Asian British Indian Pakistani Bangladeshi
 Other

4. Black or Black British Caribbean African Other

5. Chinese or other ethnic group Chinese Other