**Paperweight job application form**

Part 1

**please complete the form in block capitals**

|  |  |
| --- | --- |
| **Application for the Post Of:** |  |

# **1.Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **Forenames:** |  | | |
| **Address including post code:** |  | | |
| **Home Tel No:** |  | **Mobile No:** |  |
| **Work telephone No:** |  | **May we contact you at work?** | Yes:  No: |
| **Email Address:** |  | **National Insurance No:** |  |

**2. EMPLOYMENT HISTORY:**

**Current or most recent Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Type of Business:** |  |
| **Address including post code:** |  | **Salary:** |  |
| **Job Title:** |  | **Start Date:** |  |
| **Notice Required (weeks):** |  | **Leave Date**  **(if applicable):** |  |
| **Brief Description of Duties& Responsibilities** (please attach a Job Description if available): | | | |
|  | | | |
| **Why do you wish to /did you leave this position?** | | | |
|  | | | |

### **PREVIOUS APPOINTMENTS *(most recent first)*: Please continue on a separate sheet if necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** |  | **Job Title:** |  | **Salary:** |  |
| **Leave Date** |  | **Reason for Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** |  | **Job Title:** |  | **Salary:** |  |
| **Leave Date** |  | **Reason for Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** |  | **Job Title:** |  | **Salary:** |  |
| **Leave Date** |  | **Reason for Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** |  | **Job Title:** |  | **Salary:** |  |
| **Leave Date** |  | **Reason for Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |

**3. EDUCATION & TRAINING**

**SECONDARY / FURTHER EDUCATION:**

|  |  |
| --- | --- |
| School / College / University | Qualifications – Results with Grades\* |
|  |  |

**RELEVANT TRAINING QUALIFICATION & MEMBERSHIPS:**

|  |  |  |
| --- | --- | --- |
| **Type of Training (e.g. course)** | Dates | Results if applicable\* |
|  |  |  |
| **Membership of Professional Bodies/Professional Qualifications: *(with dates) \**** | | |
|  | | |

**\* *Copies of relevant certificates should be submitted with this form.***

**4. Voluntary experience and other interests:**

|  |
| --- |
|  |

**5. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION:**

Please give details of your relevant skills, experience, knowledge, and achievements, demonstrating how you meet the requirements of this post. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

***\* You may continue on only one side of A4 paper, which must be attached to this application form.***

##### 6**. INTERVIEW DATES**

|  |
| --- |
| **In the event you are shortlisted, please advise of any dates you would** be **unable to attend an interview:** |
|  |

**7. DECLARATION OF APPLICANT:**

|  |
| --- |
| **I certify that the answers given on this Application Form are true and complete, to the best of my knowledge.** |
| **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*When completed, please return this form by EMAIL* ***together with Part 2 of the application form*** *to:* [*recruitment@paperweight.org.uk*](mailto:recruitment@paperweight.org.uk)*. In the event this is not possible, post to: FAO – Director of Operations 119-121 Brent Street, Hendon NW4 2DX. Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration.*

**Application form**

**Part 2**

This form is part of your application and must be completed and returned to HR alongside Part 1 of the application form.

*If you are handwriting your application rather than as a computer-generated document, please complete the form in block capitals.*

|  |  |
| --- | --- |
| **Name:** |  |
| Date: |  |
| Application for post of: |  |

**1. Eligibility to work in the UK:**

|  |  |
| --- | --- |
| **Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?** | **Yes:**  **No:** |
| **If you have answered no to the above question, please select the category that relates to your current immigration status. This status will be subject to checking before the interview.**  **Please supply details of any visa currently held, including number, start/expiry dates, and details of any restrictions.**  **Does your visa have a condition restricting employment or occupation in the UK?** | HSMP/Tier 1  Indefinite Leave to remain/enter  Work Permit/Tier 2  Tier 5 Temporary Workers  Dependent / Spouse visa  Working Holiday Visa/Tier 5 Youth  Mobility  Refugee  Student  Visitor  Other, please specify below  Visa No:  Start Date:  Expiry Date:  Details of Restriction:  **Yes:**  **No:** |
| **If yes to the above question, please provide information regarding your current immigration status and details of restrictions.** | |
|  | |

**Qualifying EEA Passports:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Austria  Belgium  Czech Republic \*  Cyprus  Denmark | Estonia \*  Finland  France  Germany  Greece | Hungary \*  Ireland (Eire)  Italy  Latvia \* Lithuania \* | Luxembourg  Malta  Netherlands  Poland \*  Portugal | Slovakia \*  Slovenia \*  Spain  Sweden  UK | Iceland  Liechtenstein  Norway  Switzerland |

*\* If you have a passport from one of these countries you are entitled to work within the UK but must register with the Borders and Immigration Agency within 1 month of starting employment under the Worker Registration Scheme. If you have a passport from Bulgaria or Romania, you must still obtain a work permit before working in the UK.*

**2. GENERAL:**

|  |  |
| --- | --- |
| **Do you possess a current clean driving licence?** | **Yes: □ No:** **□** |
| **Do you own a car?** | **Yes: □ No: □** |
| How did you become aware of this post?***(Please state which publication or website or other)*** |  |
| **If you were offered the post, would The Paperweight Trust be your sole employer?**  *If NO, please give details:* | **Yes: □ No: □** |

***3. REHABILITATION OF OFFENDERS ACT 1974:***

***Please only complete this section if the role you are applying for involves working with children or vulnerable adults.***

*Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal. Disclosure of an offence will not necessarily be a bar to your appointment.*

*Any information given will be treated confidentially and will be considered only in relation to an application for positions to which the Order applies.*

|  |  |
| --- | --- |
| **Have you at any time been convicted of any criminal offence?**  *If YES please give details, including nature and date(s) of offence(s):* | **Yes:**  **No:** |
|  | |

|  |  |
| --- | --- |
| **Have you ever had a child removed from your care or placed under supervision by a Local Authority or been disqualified from Registration under Schedule 9 of the Children Act?**  *If YES please give details, including nature and date(s) of offence(s):* | **Yes:**  **No:** |
|  | |

|  |  |
| --- | --- |
| **Do you have any criminal charges or summonses pending against you?**  *If YES, please give details:* | **Yes:**  **No:** |
|  | |

**4. DISABILITY:**

*The Disability Discrimination Act 1995 defines a disabled person as anyone who has or who has had a physical or mental impairment, which has a substantial long-term effect on their ability to carry out normal day-to-day activities. We ask all applicants to declare whether they have a disability in order that we can fulfil our commitment to make reasonable adjusts for interviewing disabled applicants.*

|  |  |
| --- | --- |
| **Taking this definition into account, do you consider you have a disability?**  *If YES, please describe any equipment or adaptations that may be needed:* | **Yes: □ No:** **□** |
|  | |

**5. EQUAL OPPORTUNITIES MONITORING:**

*The Paperweight Trust is committed to ensuring that job applicants are treated fairly and consistently and that no one is disadvantaged or discriminated against because of their gender, ethnicity, age, disability, or any other personal characteristic, which has no bearing on their ability to do the job.*

*Information collected via recruitment monitoring helps the Paperweight Trust fulfil this commitment and assists greatly in the development and evaluation of employment policy generally. Information you provide will be treated in strict confidence and will not be seen by anyone involved in the selection process.*

Please tick the relevant boxes below:

|  |  |
| --- | --- |
| **Gender**: | Female  Male Other  Prefer not to say |

|  |  |
| --- | --- |
| **Faith /**  **Religion:** | Jewish  Buddhist  Sikh  Hindu  Muslim  Christian  None/Atheist  Other please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Age:** | under 20  20-24  25-29  30-34  35-39  40-44  45-49  50-54 55-59 60-64  65 + |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethic Origin:** | | | | | |
| **White**  British  Irish  Any other White background (please specify): |  | **Black or Black British**  African Caribbean  Any other Black Background (please specify): |  | **Chinese**  Chinese |  |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background (please specify): |  | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please specify): |  | **Other ethnic group**  Any other ethnic group (please specify): |  |

***6. REFEREES:***

Please give the names and addresses of your **two most recent employers** (if applicable). If you are unable to do this, please clearly outline who your referees are.

***Please indicate for each referee whether it is for an employment or character reference.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **REFEREE 1: Employment Character** | | **REFEREE 2: Employment Character** | |
| **Name** |  | |  | |
| **Job Title** |  | |  | |
| **Name of organisation** |  | |  | |
| **Address** |  | |  | |
| **Post Code** |  | |  | |
| **Email address** |  | |  | |
| **Telephone no.** |  | |  | |
| **In what capacity is this person known to you:** |  | |  | |
| **Do you wish to be consulted before this**  **referee is approached?** | | | **Do you wish to be consulted before this referee is approached?** | |
| **YES** | | **NO** | **YES** | **NO** |

**We reserve the right to contact any of your other previous employers within the last five years.**

**7. DECLARATION OF APPLICANT:**

|  |
| --- |
| **I certify that the answers given on this Application Form are true and complete, to the best of my knowledge.** |
| **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*When completed, please return this form by EMAIL* ***together with Part 2 of the application form*** *to:* [*recruitment@paperweight.org.uk*](mailto:recruitment@paperweight.org.uk)*. In the event this is not possible, post to: FAO – Director of Operations 119-121 Brent Street, Hendon NW4 2DX*

*Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration.*

Your personal information will be processed in accordance with data protection law and only for the purpose of assessing your suitability for this role.