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| JOB APPLICATION FORM  Post:  Cornerhouse (Yorkshire)  29 Percy Street  HULL  HU2 8HL  Please complete this form clearly and legibly as it will have to be photocopied. Any information given on this and the following page, will not be seen by members of the interview panel for short-listing purposes.   1. **PERSONAL DETAILS**   Name:  Address:  Postcode:  Contact Telephone Number:   1. **REFERENCES**   Please supply details of two referees, one of whom should be your present or most recent employer.  Referees will only be contacted if you are short-listed.    b.  a.  If you are short-listed, may we contact your referees before interview?  (a) YES/NO (b) YES/NO |

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| 3. Are you entitled to work in the UK? YES/NO  4. Have you a criminal conviction or are you at present the subject of criminal charges which you should disclose? If ‘YES’ give details  (which will be treated in confidence) YES/NO  5. **REHABILITATION OF OFFENDERS**  You are required to list any convictions that are not spent under the Rehabilitation of Offenders Act (1974). These will not be taken into consideration unless they are relevant to the duties of the post. If you need any further guidance, please contact the address on the front page.  6. **DECLARATION**  I hereby declare that to the best of my belief, the particulars and information in this application are correct. I understand that Cornerhouse reserves the right to check the content of my application.  Signature: Date:  **Cornerhouse is committed to equal opportunities. We welcome applications which will be treated on merit. Candidates will be assessed against objective criteria which are drawn up for each post.**  **Please complete this form as fully as possible as this will be the only information we have when deciding on short-listing candidates for interview.**  **Please consider the enclosed job description and person specification closely as interview panel members will be looking to match your experience and qualities with the essential and desirable criteria listed.**  We’ve tried to provide plenty of space, but if you have insufficient space to complete any section, please continue on a separate sheet, being sure to record the section it refers to.  CV’s ARE NOT ACCEPTABLE IN EITHER SUPPORTING YOUR APPLICATION OR AS AN ALTERNATIVE  **7. EXPERIENCE IN PAID OR UNPAID WORK**  Please give details of both paid or unpaid (Community/voluntary) work and experience beginning with your current or last job or Community/Voluntary work.   |  |  |  | | --- | --- | --- | | **Dates from – to**  **Reason for leaving** | **Employer/Organisation** | **Job title and brief description of role** | |  |  |  | |  |  |  | |  |  |  |   8. **QUALIFICATIONS AND TRAINING**  Please give details of training courses attended, and any qualifications achieved.   |  |  | | --- | --- | | **Date** | **Qualification/Training and grade** | |  |  | |  |  | |  |  | |
| 9. **RELEVANT SKILLS AND KNOWLEDGE**  Please give details of skills including those based on life and or work experience.  10. **PERSONAL STATEMENT**  Please use this space to detail any other relevant experience, skills or personal qualities and to explain your interest and suitability for this post.  11. **AVAILABLITY**  Please could you indicate when you would be available to take up this post.  12 **ADDITIONAL INFORMATION**  Do you require any particular arrangements for the interview? Please State.  Do you hold a current full driving licence?  **Please ensure that you have signed the declaration on page two**  Please return your completed form by:  Please mark  **Strictly Private & Confidential** and send to:-  Helen Phillips  Cornerhouse (Yorkshire)  29 Percy Street  Hull  HU2 8HL    **OR**  Email – admin@wearecornerhouse.org |