

Job Application Form

**THIS SHEET WILL NOT BE SEEN BY THE PANEL PRIOR TO SHORTLISTING**

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| **Post Title:** |
| **Closing Date: End of day**  **If possible please type your application.** Please mark it confidential and email to [admin@wearecornerhouse.org](mailto:admin@wearecornerhouse.org) or post to Cornerhouse, 29 Percy Street, Hull, HU2 8HL. |

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| **PERSONAL DETAILS** |  |
| **SURNAME/FAMILY NAME:** | **FIRST NAME:**  **YOUR PRONOUNS:** |
| **YOUR ADDRESS & POSTCODE:**  **YOUR PHONE NUMBERS:** | **YOUR EMAIL:**  **HOW DO YOU PREFER TO BE CONTACTED?** |

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| **DECLARATION** |
| The facts contained in the application for employment are, to the best of my knowledge, true and complete. I understand that any false statements made may disqualify me from employment, or render me liable to summary dismissal.  Signed: Date: |

**REFERENCES**

Please give the names and addresses of two people to whom we may write for references.

**One referee should be your current or most recent relevant employer.**

These referees will only be contacted if you are shortlisted for the post. Please indicate below whether or not we may contact them at this stage.

**Current/most recent employer**

**Name: Referee’s relationship to you:**

**Address:**

**Tel: Email:**

**If you are shortlisted, may we contact this person prior to interview? Yes No**

**Second Referee**

**Name: Referee’s relationship to you:**

**Address:**

**Tel: Email:**

**If you are shortlisted, may we contact this person prior to interview? Yes No**

**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.

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| **DATES** | **EMPLOYER** | **JOB/ROLE TITLE** | **MAIN DUTIES** |
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**QUALIFICATIONS AND TRAINING**

Please give details of training courses attended, and any qualifications achieved.

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| **DATE/S** | **QUALIFICATION/TRAINING/GRADE** |
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| FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION |
| Drawing upon your experience, knowledge, skills and abilities, please explain how you fulfil the requirements set out in the person specification. Experience may have been gained through paid or voluntary work or in the home.  Please continue on separate sheets if necessary but no more than 2 additional sides of A4.  ***NB - Please ensure you address each specific point of the person specification applicable to you, giving evidence which demonstrates how you meet this requirement. For example, it would not be sufficient to state “I have experience of one-to-one support work”. You will need to outline how and where you have gained this.*** |

**Self-Declaration Form**

**This will be removed prior to shortlisting**

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| **CRIMINAL CONVICTIONS** |
| Do you have any criminal convictions (other than spent convictions), cautions, warnings, binding over or other orders, pending prosecutions or other criminal investigations?  (please circle the applicable answer)  Yes No  You may be asked to give details if shortlisted for the post  If yes, please include brief details below |

. **AVAILABLITY**

Please could you indicate when you would be available to take up this post.

**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 one**

**Closing date for applications** –

**Proposed interview dates** –

Please mark  **Strictly Private & Confidential** and send to:-

Helen Phillips

Cornerhouse (Yorkshire)

29 Percy Street

Hull

HU2 8HL **OR** Email – admin@wearecornerhouse.org