**1. Employment application form**

|  |  |
| --- | --- |
| Post applied for: |  |

|  |  |
| --- | --- |
| How did you hear about this job? (please indicate in the box) | |
| Boaz website |  |
| Boaz Facebook |  |
| Boaz twitter |  |
| A friend or family member |  |
| Boaz newsletter |  |
| Christian Jobs website |  |
| Other (please state) |  |

**2. Personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname / family name: |  | First names: |  |
| Preferred title (Mr/Mrs/Miss/Ms/Dr/Other): |  | Telephone no.: |  |
| Home address: |  | Email address: |  |
| Specific dates / periods when not available for interview: |  |
| Do you currently have the right to work in the UK? | Yes / No | If currently employed, please state your notice period: |  |

**3. Present / most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and address |  | | |
| Job Title |  | Salary |  |
| Start date |  | End date |  |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of duties and responsibilities | | | |
|  | | | |

**4. Previous employment – starting with the most recent.** Please state hours if part time. Continue on a separate sheet if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and address |  | | |
| Job Title |  | Salary |  |
| Start date |  | End date |  |
| Salary |  | Notice period |  |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of duties and responsibilities | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and address |  | | |
| Job Title |  | Salary |  |
| Start date |  | End date |  |
| Salary |  |  | |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of duties and responsibilities | | | |
|  | | | |

**5. Education and training- post 16 only**

|  |  |  |
| --- | --- | --- |
| Name of school / college / university | Date of completion | Qualifications and grades achieved |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Relevant vocational or professional training | Date of completion | Qualifications and grades achieved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a full driving licence? |  | Do you have use of car? |  |

**6. References**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give names and details of two people who we can contact for references. One should ideally be your present or most recent employer. Non UK references are acceptable, and if you are unable to provide employment references, voluntary work references are acceptable.  NB. Your completion of this section is seen as confirmation that you have permission from your referees to share their contact details with us. We will only use this information for the specific purpose you have provided it for and will retain it for no longer than needed to fulfil our legitimate interests. | | | |
| Reference 1: Name |  | Reference 2: Name |  |
| Position / Relationship |  | Position / Relationship |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
|  |  |
| Phone number |  | Phone number |  |
| Email address |  | Email address |  |
| May we contact them without further authority?  *References will normally be taken post-interview for successful  applicants* | | Yes / No | |

##### 7. Supporting Information

|  |
| --- |
| In this section, please show us why you are the right person for this role, referring to sections 2, 3 and 4 in the person specification i.e. demonstrating your relevant and proven experience, skills, abilities and attributes.Please use specific examples, which may be from the UK or other countries, from paid employment or voluntary work. All are equally acceptable.Please note shortlisting for interview is based mainly on this section. |
|  |

**8. Reasonable adjustments**

|  |  |
| --- | --- |
| Are there any reasonable adjustments we could make to help you overcome any difficulties you may face at work or during the application / interview process? | Yes / No |
| If yes, please give details: | |

**9. Other Information**

|  |  |
| --- | --- |
| Have you any spent or unspent criminal convictions? | Yes / No |
| If yes, please give details *(Disclosure of any such convictions will not automatically lead to the withdrawal of an offer of employment.)* |  |
| Have you applied for a post with The Boaz Trust before? | Yes / No |
| If yes, please give role title and date |  |

Boaz Trust collects and processes personal data as part of the recruitment process. This allows us to carry out the selection process to ensure the best candidate is recruited, and to comply with our legal obligations. We’re committed to being transparent about what we collect, use and store and full details can be found in our Job Applicant Privacy Notice on our website boaztrust.org.uk/job-opportunities/.

I have read and understood the Boaz Job Applicant Privacy Notice (please tick to confirm)

|  |  |
| --- | --- |
| I declare that the information contained in this form is to the best of my knowledge correct and complete. I declare that I am eligible for employment in the UK. I understand that any false statement may disqualify me from employment or render me liable to be dismissed.  Signature:  Date: | Completed forms should be returned by email or post by the deadline given in the job advert to:  Ms Sarah Beaney  The Boaz Trust  Kath Locke Centre  123 Moss Lane East  Manchester  M15 5DD  Email: jobs@boaztrust.org.uk  Tel: 0161 202 1056 |

NB. All job offers are subject to satisfactory references and basic DBS check, requested when an offer of employment has been made.

**Thank you for completing this form and for applying to work with the Boaz Trust. There is a separate equal opportunities monitoring form and we’d be grateful if you could fill it in and return it SEPARATELY with your application. Thank you.**