



APPLICATION FOR EMPLOYMENT WITH TLC: TALK, LISTEN, CHANGE

Please read the job pack before completing this application form

PART 1

ABOUT YOU

Application for the post of:

Forename(s):

Surname:

Permanent Address:

Postcode:

Telephone no.

Email address:

Where did you see this vacancy advertised?

CONFLICT OF INTEREST

Do you know anyone who currently works at or is a Trustee of TLC: Talk, Listen, Change? Please delete as appropriate.

YES / NO

If yes, who is it and in what capacity do you know them?

REFERENCES

Please give the names and addresses of two people who are willing to give references, one of whom should be your current or most recent employer. Your referees will only be contacted if you are offered the post.



Forename:

Surname:

Relationship to you / Position in company:

Address:

Postcode:

Telephone no.

Email address:

Forename:

Surname:

Relationship to you / Position in company:

Address:

Postcode:

Telephone no.

Email address:

DISABILITY

Do you consider yourself to have a disability? Please delete as appropriate.

YES / NO

Under the Equality Act 2010 it is defined as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities

SPECIFIC ARRANGEMENTS

Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process?

Please detail any dates within the next 4 weeks when you will not be available for interview:

NOTICE PERIOD

If offered the job, how soon could you start?

APPLICATION DECLARATION

By signing this form you understand that:

1. To the best of my knowledge, the information in this application is correct and that if it is found to be untrue we may withdraw any job offer made to you or dismiss you from our employment without notice.
2. TLC: Talk, Listen, Change will check your details with the Disclosure and Barring Service as part of our Safeguarding Policies.
3. In some circumstances we may wish to have fuller details of your health or require you to have a medical examination as a condition of a job offer.

Signed:

Date:

Thank you for completing the form. Please return by the closing date to recruitment@talklistenchange.org.uk or TLC: Talk, Listen Change, 346 Chester Road, Manchester, M16 9EZ. We will acknowledge receipt of email applications within 5 working days, but you will only be contacted further if you have been shortlisted for interview.

Please ensure that you also complete the attached Equal Opportunities Monitoring Form. The information from this form enables us to monitor the effectiveness of our equal opportunities practice and to ensure that we are open to all. Any information that you provide is confidential and will be kept separate from your application form.

Please note TLC: Talk, Listen, Change is committed to protecting your data and privacy in accordance with the Data Protection Act 1988 and the General Data Protection Regulations 2018. To read our privacy notice please visit our website: <http://www.talklistenchange.org.uk>

PART 2

WORK HISTORY

Please give details of your work experience, this can be paid or voluntary, work placements or other life experiences. Please start with the most recent, providing dates and explaining gaps in work history.

Date (From & To)	Employer	Job Title and main duties of the role	Reason for leaving

QUALIFICATIONS

Please give us details of any qualifications you have which you think are relevant to the job. If you are shortlisted, you may be asked to provide original copies of any qualifications.

Date	Course	Qualifications (with grade if appropriate)	Institution

TRAINING

Please give us details of any relevant training or short course(s) that you have undertaken.

Date	Course	Qualifications (with grade if appropriate)	Institution

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please provide information that demonstrates that you can do the job successfully. You will need to tell us how your skills, knowledge and experience match the requirements of the person specification.