**Application for Employment – AGS Manager**

Please print or type clearly using additional sheets if required. CVs may be submitted in support of your application but will not be accepted without this complete application form.

**Section 1:** **Personal information**

|  |  |
| --- | --- |
| Last name:  | First name(s):  |
| Address:Postcode:  | Daytime Phone:   |
|  | Evening Phone: |
| Email:  | Do you hold a current UK driving license? |

**Section 2: Employment history**

Please include any relevant part-time, voluntary or casual work.

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| Current employer or your last employer if you are currently unemployed.  |
| Name:  | Start date:  |
| Address: | Salary: |
|  | Notice period:  |
| Finish date: (if applicable)  |
| Main Duties:   |
| Reason for leaving (if applicable) |

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| Previous employers(Please include all previous employment including voluntary work, with dates. Start with the most recent) |
| Name and address:        | Start Dates:   | Finish Dates: | Main Duties: | Reasons for leaving:   |

Please continue on a separate sheet if necessary

**Section 3: Education and training**

Please state all education qualifications and all relevant post school training.

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| Education or training:    | Date: | Qualification attained:(if applicable)  |

Section 4 **Skills and knowledge**

Please relate acquired skills and knowledge relevant to the post applied for. Make sure you read the person specification and answer all the criteria

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| Skills and knowledge:  |

Section 5 **Supporting Statement**

Please add any information you feel may be useful in support of your application.

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| Supporting statement:   |

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| Please give the names of two referees. One of the two referees must be your present employer; if not currently employed, give last employer.  |
| Name of referee:  | Name of referee:  |
| How does referee know you: | How does referee know you: |
| Tel:  | Tel:  |
| Email: | Email: |
| Address: | Address: |
| Occupation: | Occupation: |
| Are you happy for the referee to be contacted prior to interview? Yes/ No | Are you happy for the referee to be contacted prior to interview? Yes/ No  |
|   |
| Where did you hear about this post?  |

Do you have any criminal convictions YES NO

If you have answered yes and want to give details please enter below or use a separate sheet

|  |
| --- |
|  |

Please return your completed application form and any attachments, preferably by email to: kate.auker@thewelcomecentre.org

Or by post to:

Kate Auker

The Welcome Centre

15 Lord Street

Huddersfield

HD1 1QB

**EQUALITY AND DIVERSITY MONITORING FORM**

The Welcome Centreaims to have a workforce that reflects the diversity of talent, abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff are treated equally and fairly.

If you do not wish to complete any section of this form, please tick the appropriate ‘prefer not to say’ box.

This monitoring form will be detached from the application form prior to short listing. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity. The information you provide will be held in the strictest confidence and adhere to the provisions of GDPR.

|  |  |
| --- | --- |
| **Name:** |  |
| **Post applied for:** |  |
| **Where did you see this job advertised?** |   |
| **Age:** |  | ☐ Prefer not to say |
| **Gender:** | ☐ Female  | ☐ Male  | ☐ Trans gender | ☐ Prefer not to say |
|  |
| The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities". |
| **Do you consider that you have a disability?** | ☐ Yes  | ☐ No  |
| If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below: |

**ETHNICITY:** I would describe myself as:

|  |
| --- |
| ☐ prefer not to say |
| **White** | **Mixed** | **Asian or** **Asian British** | **Black or Black British** | **Chinese** |
| ☐ British | ☐ White & Asian | ☐ Bangladeshi | **☐** Caribbean | ☐ Chinese |
| ☐ Irish | ☐ White & Black African  | ☐ Indian  | **☐** African | ☐ British Chines |
| ☐Other white background | ☐ White & Black Caribbean  | ☐ Pakistani  | ☐ Other, please specify | ☐ Other, please specify |
|  | ☐ Other, please specify | ☐ British Asian |  |  |
|  |  | ☐ Other Asian background |  |  |

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| **Declaration:**I have completed the details required in this document and declare to the best of my knowledge the information given is correct. I consent to it being held on file under the terms of the Data Protection Act 1998. |
| **Signature**:  | **Date**:  |