



Job Application

The Trust is committed to equal opportunities in employment and welcomes applications from all sections of the community

1 Post applied for
As Advertised in

2 Surname Initials
Address (for correspondence)
..... Post Code
Contact Telephone No
Email address

3 Please give details of present position held with brief outline of duties:
Employer
Job Title Current Salary / Pay
Date of Appointment Notice Period
Work telephone number Extension
May we contact you at work? YES [] NO []

Main duties and responsibilities
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.....

4 PREVIOUS APPOINTMENTS. Please also include any activities, not necessarily employment, where skills and experience were gained, e.g. voluntary work. Ensure you give details of any specific job related training such as apprenticeship and / or career focus placement

Employer / Agency	Dates	Posts Held

- 5 **GENERAL EDUCATION.** Please state qualifications attained with subjects, grades, awarding body and dates awarded. Continue on separate sheet if required.

Qualification/Subject	Awarding Body	Date Awarded	Level	Grade

- 6 **FURTHER QUALIFICATIONS.** E.g. vocational, professional, technical. Please state awarding body and dates awarded. Continue on separate sheet if required.

Qualification	Awarding Body	Date

NOTE: Candidates must bring evidence of such qualifications and/or records of achievements (if appropriate) if called for interview

- 7 **DETAILS OF PROFESSIONAL OR TECHNICAL INSTITUTES / SOCIETIES**

Institute/Society	Membership level	Registration Number if appropriate

- 8 **RELEVANT TRAINING AND NON-QUALIFICATION COURSES ATTENDED.**
Continue on separate sheet if required.

Course Title	Duration	Provider

- 9 Do you hold a current and valid driving licence?
YES [] NO [] (please state category)

- 10 During the last two years what time have you lost from work due to illness or injury and what were the reasons?

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- 11 Please support your application by relating what experience knowledge and personal qualities you can bring to this job. Please ensure that you relate it directly to the requirements outlined in the person specification.

If required USE ADDITIONAL SHEETS OF PAPER headed with your surname, initials and post applied for.

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12 REFERENCES. Please state the names and addresses of two persons who are not related to you and from whom references may be obtained. One must be your current or most recent employer. In the absence of previous employment experience a reference related to relevant voluntary and community work or if appropriate your Headteacher/lecturer/tutor or doctor will be acceptable.

i) Name	ii) Name
Position	Position
Address	Address
.....
Telephone Number	Telephone Number
Fax Number	Fax Number
Email Address	Email Address
Can this reference be taken up immediately? YES [] NO []	Can this reference be taken up immediately? YES [] NO []

13 Are you related to any member of the Board of Trustees / Senior Manager of Trust?
YES [] NO []
Name of Board Member / Senior Manager

Relationship

For this purpose "Senior Manager" includes all Directors, Deputies and Assistant Directors

14 Have you ever been dismissed from any previous employment on the grounds of abuse, misconduct or incapability? YES [] NO []
If yes, please give details of dates and reasons.
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Answering yes will not necessarily prejudice your application

15 Please give details of any unspent criminal convictions including date of convictions and sentence imposed.
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Having a criminal record will not necessarily prejudice your application

16 DISABLED APPLICANTS. The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration, do you consider you have a disability?
YES [] NO []

If YES, please describe any equipment you may need or adaptations which you consider may need to be made to accommodate your disability/disabilities if you are appointed to this post.

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If you are shortlisted please describe any special arrangements which you would like the Trust to make available for your interview.

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The Trust adopts a positive attitude to the employment of disabled persons and guarantees an interview to those who meet the essential criteria of the person specification.

17 DISCLOSURE AND VETTING OF APPLICANTS. A number of posts within the Trust will be subject to disclosure procedures. This particularly applies to posts that provide access to young people or vulnerable adults. These appointments will be subject to rigorous vetting processes including checks by the Criminal Records Bureau and other relevant bodies. The level of Disclosure required will be indicated on the job description and person specification, and candidates selected for interview will be provided with information explaining this procedure, together with a copy of the Trust’s policy on Employing People with criminal convictions.

A criminal record will not necessarily prevent you from obtaining a position.

18 DATA PROTECTION ACT 1998. The Trust will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee of the Trust the information will be used for the purpose of personnel administration including pay and pensions. Personal information will not be passed to other organisations without your prior consent.

19 To the best of my knowledge and belief all the particulars I have given are true. I acknowledge that providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or where the discovery is made after an appointment, in termination of contract. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signature Date

Please return this application form to: HRD Unit, Wigan Leisure & Culture Trust, The Indoor Sports Complex, Loire Drive, Robin Park, Wigan WN5 0UL

20 FOR OFFICE USE ONLY:

Date Interview Held

Not shortlisted and reason

Shortlisted but not appointed - note reasons in relation to person specification for post

Appointed – start date and wage and salary offered

Name senior person recruiting to fill this vacancy

THIS FORM NEEDS TO BE KEPT FOR NINE MONTHS AFTER INTERVIEWS ARE HELD