



Application form for the post of:

Applicant No. _____

Personal information

This sheet is part of the Application form. Please complete sections 1 – 8.

1. Name in full _____

2. Address _____

_____ Postcode _____

3. Telephone number (home) _____ (work) _____

May we contact you at work?

Yes No

4. Email _____ 5. NI Number _____

6. Eligible to work in UK? _____ 6a. Do you have a Full UK Driving Licence: _____

7. Do you have any criminal convictions other than those, which are spent under the terms of the Rehabilitation of Offenders Act 1974? Yes No

If 'YES' please include details in a separate letter and attach this with your application form in an envelope marked 'Confidential'.

8. I confirm that the information provided above and in the Application form is complete and correct. I understand that I can be asked to provide evidence to support the information if I have given any false information, I may face disciplinary action including dismissal.

Signature of applicant _____ Date _____

Application form for the post of:

Applicant No. _____

All sections of the form must be completed. CVs may be attached but will not be considered without this form. If there is insufficient space for your answer to any question, please staple an additional sheet to the application form. Please type or write clearly in black ink.

1. Education and qualifications

School/College/University	Qualifications gained/Courses attended	Dates From/To
Other qualifications gained or non qualification training:		
Membership of professional bodies, including registration number:		

2. Employment

a) Name of present employer: _____

Address: _____

Job title: _____

Current salary: _____

Number of hours employed per week: _____

Dates of commencement of employment: _____

Availability to begin working with us from: _____

Please give details of your responsibilities in this post: _____

b) Please list and describe your previous posts and /or voluntary work and/or relevant home responsibilities during the last three years, commencing with the most recent (Continue on a separate sheet if required).

Dates from/to	Employer	Post title and duties	Reason for leaving



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Tel: 020 8599 8626

3. Knowledge, skills, experience and achievements

Describe how your knowledge, skills, experience and achievements are relevant to this post. These may have been acquired through voluntary work, education, home life or hobbies, as well as work. Please give supporting evidence to demonstrate the statements you make.



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4. General – please answer all of these questions.

a) How many days' sick leave have you taken in the last two years?

b) Have you a Disclosure & Barring Service check within the year? Yes No

DBS No: _____ Date of DBS: _____

5. References.

Please give names and addresses of two people whom we may approach for references. One of these will be your current or most recent employer.

Name: _____

Name: _____

Job title: _____

Job title: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Telephone (day): _____

Telephone (day): _____

Relationship to you: _____

Relationship to you: _____

Please, tick if you do not wish for your referee
to be contacted before the interview.

Please, tick if you don't wish you referee
to be contacted before the interview

Thank you for providing this information.
Please return your completed application to:
The Liberty Centre, 13 Claridge Rd, Dagenham, Essex RM8 1TT



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For the purposes of monitoring our recruitment and selection and as part of the organisation's equality commitment, we should be grateful if you would also complete the attached Equality Monitoring Form. This sheet will be detached and kept confidentially and will not be seen by the selection panel until after short-listing decisions have been made.

Equal Opportunities Recruitment Monitoring Form – Strictly Confidential

Liberty Centre Ltd is committed to promoting fairness and eliminating discrimination from recruitment and selection practices. We will ensure that no job applicant or employee received less favourable treatment either directly or indirectly, on the grounds of age, race, disability, gender, marital status, religion or faith or sexual orientation.

To monitor and audit the effective delivery of this commitment, Liberty Centre requires all applicants to provide information asked for in this monitoring form. This will only be used for this purpose, will form no part of the interview process and will be treated in strict confidence.

The form will be detached from your application form and transferred to our Human Resources database to help monitor the diversity of applications we receive. This will enable us to develop appropriate policies and procedures in respect of diversity and equal opportunities.

Name: _____ Date: _____

Position applied for: _____

Location: _____

Where did you learn of this post? Liberty Centre Website Job Centre + Website Internal Vacancy Bulletin
 Newspaper (please specify.....) Other (please specify.....)

1. **Gender:** Male Female

2. **Marital status:** Married Single Divorced Other (Please specify.....)

3. **Nationality:**

4. How would you describe your ethnic origin?

White

- A** British
- B** Irish
- C** Any other white background

Mixed

- D** White and black Caribbean
- E** White and black African
- F** White and Asian
- G** Other mixed background

Asian or Asian British

- H** Indian
- J** Pakistani
- K** Bangladeshi
- L** Other Asian background
Please specify
.....

Black or black British

- M** Caribbean
- N** African
- P** Any other black background

Other ethnic groups

- R** Chinese
- S** Other ethnic groups
Please specify
.....
- Z** Not stated



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5. Disability is defined by the Disability Discrimination Act as;

A physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months.

Are you a disabled person as defined by the Disability Discrimination Act? Yes No

6. How would you describe your religion or belief?

- Christian Buddhist Hindu Jewish
 Muslim Sikh None Prefer not to say
 Other (please specify)

7. What of the following describes your sexual orientation?

- Bi-sexual Gay Heterosexual Lesbian
 Other Prefer not to disclose

8. Under the terms of the Rehabilitation of Offenders Act 1974, (Exclusions and Exceptions) Order 2003, as amended, you must specify all convictions as the Rehabilitation of Offenders Act does not apply to this post. However every applicant will be assessed on their ability to do the job and the Liberty Centre is willing to consider applications from ex-offenders providing their convictions are not directly related to the type of work for which the application is made.

Do you have any criminal convictions or charges pending? Yes No

Details:

.....

Signature

Date

Thank you for providing this information.
Please return together with your completed application to:
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