

**Stoke on Trent and District Gingerbread Centre Ltd**

**2.14 – Gingerbread Application Form**

**APPLICATION FORM NO: …….………. (For office use only)**

The Gingerbread Centre is committed to the safeguarding of children and vulnerable people, and this application has been designed with safeguarding as a priority.

**PART ONE** must be completed to allow the processing of the application. The information will only be referred to for contact purposes. The form will not be shown to the selection panel and will be destroyed after six months if you are unsuccessful.

###### **PART ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | |  |
| **Title:** | Mr 🞎 Mrs 🞎 Miss 🞎 Ms 🞎 | |  |
| **Address:**  **Tel. No:** |  | | |
| **Home:** | **Business:** | |
| **E-mail:** |  | | |

|  |
| --- |
| DECLARATION |
| In the event of your being successful in your application, failure to complete the application form accurately to the best of your knowledge, or failure to disclose information that may affect your application, could render you liable to action being taken against you under the Disciplinary Procedure with a possibility of dismissal from the organisation. |
| **The information provided in all parts of this application form is true and correct to the best of my knowledge.**  **Signed: Date:** |

**APPLICATION FORM NO: …….………. (For office use only)**

**PART TWO**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: Personal Assistant (PA) | | | | | | | |
|  | |  | | | |  | |
| **EDUCATION,TRAINING AND QUALIFICATIONS** | | | | | | | |
| Please give details of School, College, University, Professional and Vocational Qualifications. | | | | | | | |
| **Title of Course or Subject** | | | | **Level** | | **Result or Grade** | **Date** |
|  | | | |  | |  |  |
| Please give details of any other training or courses attended including current studies. | | | | | | | |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | |
| **Name of Professional Body** | | | **Membership Grade and/or Reg. No./PIN No.** | | | **Registration Renewal Date** | |
|  | | |  | | |  | |
| **REFERENCES**  Please give details of 2 persons who can provide references, one of whom should be your current or most recent employer. | | | | | | | |
| **Name:** | **1.** | | | | **2.** | | |
| **Job title:** |  | | | |  | | |
| **Contact address:**  **Tel No:** |  | | | |  | | |
| **Email Address:** |  | | | |  | | |
| **Relationship:** |  | | | |  | | |

*The Gingerbread Centre is committed to the safeguarding of children and vulnerable people and therefore referees will be asked whether the applicant has been the subject of any safeguarding concerns.*

*We often take up references before interview; please let us know if there is any reason why you would prefer us not to do this.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** Include all gaps of employment giving reason for the unemployment period. | | | | | |
| **PRESENT EMPLOYMENT** | | | | | |
| **Name and address of employer** | **Position held** | **Dates (from – to)** | | Present salary | |
|  |  |  | |  | |
| Brief details of major duties and responsibilities: | | | | | |
| Notice required: | | | Reason for leaving: | | |
| **PREVIOUS EMPLOYMENT** (most recent first) | | | | | |
| **Name and address of employer** | **Position held** | **Dates (from – to)** | | Salary | Reason for leaving |
|  |  |  | |  |  |
| INFORMATION IN SUPPORT OF YOUR APPLICATION *(Please attach or continue on a supplementary sheet if necessary)* | | | | | |
| Please tell us what skills, qualifications, qualities and experience you have that relate to this post, giving examples where possible.*Relate your response to the Job description and Person Specification and Competency Requirements.* | | | | | |
|  | | | | | |

**PART THREE**

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| DECLARATION of convictions and cautions |
| Please list below any convictions or cautions that we should be aware of, if you have none please state this. |
| Signed Date |

|  |
| --- |
| To assist us with our safeguarding procedures, please confirm whether you are barred from working with any vulnerable groups. |
| I confirm that I am NOT barred from working with any vulnerable groupsSigned Date |

|  |
| --- |
| In the last 12 months; have you been in a personal relationship with OR are you related to, a Gingerbread employee or Trustee? |
| Yes/ No\* Name of employee/ Trustee; \*please delete |

**PART FOUR**

The Gingerbread Centre wants to meet the aims and commitments set out in its Equality Policy. This includes not discriminating under the Equality Act 2010. The organisation needs your help and cooperation to enable it to do this, but filling in this form is voluntary.

The information provided will be kept separately from your application, will only be used for statistical monitoring and will be kept in confidence. The form will not be shown to the selection panel and will be destroyed after six months.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age:** |  | Prefer not to say | | | |
| **Gender:** | Male | Female | Non Binary | Intersex | Prefer not to say |
| **Do you/have you ever identified as transgender?** | | | Yes  No | | Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **Nationality:** |  | Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **To which of the following ethnic groups do you consider you belong?** | | |
| WHITE  British  Irish  Any other white background (please state) | | ASIAN OR ASIAN BRITISH  Indian  Pakistani  Bangladeshi  Any other Asian background (please state) |
| MIXED  White & Black Caribbean  White & Black African  White & Asian  Any other mixed background (please state) | | BLACK OR BLACK BRITISH  Caribbean  African  Any other black background (please state) |
| Chinese | Other ethnic group (please state) | |
| Prefer not to say | | |

The Gingerbread Centre is committed to encouraging candidates with a disability to apply for available positions and your response will help us to improve provisions for those less able.

|  |
| --- |
| **Do you consider yourself to have a disability?** Yes  No  Prefer not to say |
| If yes, what is the nature of your disability? (Please give details)    Prefer not to say |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What is your sexual orientation?** | Heterosexual | Gay | Lesbian | | Bisexual |
| If other, please detail below: | | | Prefer not to say | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your religion or belief?** | No religion or belief | Muslim | Sikh | Jewish |
| Prefer not to say | Christian | Buddhist | Hindu |
| If other, please detail below: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate where you saw this vacancy advertised: | | | |
| Gingerbread Website | Indeed Jobs | | VAST website/newsletter |
| Job Centre  Job Centre Website | | The Sentinel  The Sentinel Website | |
| Social Media  (please state) | | | |
| Internet Search  (please state) | | | |
| Other  (please state) | | | |

**Thank you for your cooperation.**

Closing date for applications: Friday 24th September 2021 @ 12-noon

Please return this form to: The Administrator

The Gingerbread Centre

Rothesay Court

Furnace Road, Longton

Stoke on Trent, ST3 4LY

If you have not been contacted within 7 days of the closing date, then unfortunately your application has not been successful on this occasion.