**JOB APPLICATION FORM**

**SECTION A**

**Personal Details**

**The first two pages are detached before shortlisting.**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First name(s) |  |
| Address |  | | |
| Postcode |  | | |
| Phone number |  | | |
| Email address |  | | |

**Declaration**

By submitting this application, you are declaring that the information within it is true, and that you understand that false or misleading information will mean exclusion from the selection process and may lead to dismissal in the event of appointment. You also understand that this post is subject to satisfactory Disclosure checks.

**Data Protection**

The information or data which you have supplied on this form will be used by Cyrenians for recruitment, and may be processed for equality reporting purposes. It will also be on your personal records if appointed. By submitting this application, you are deemed to be giving explicit consent to this.

We sometimes receive strong applications from candidates who aren’t offered the post., but who we may like to invite to apply for future posts.

**If you would like us to keep your details for this purpose please tick here ❒**

**Application**

Please read the job description, and complete this application form by typing or in neat handwriting.

**Equal Opportunities Monitoring Form**

Cyrenians intends to ensure equality of opportunity. We welcome applications from all sectors of the community and regularly review our recruitment and selection procedures to ensure our equal opportunities policy is being properly implemented. **This page is detached before short-listing. It is confidential and does not affect any part of the selection process.**

|  |  |
| --- | --- |
| **Post applied for:** | **Café assistant, Arnotdale House** |

**Do you consider yourself to have a disability?**

Yes ❒ No ❒

**I define my gender as:**

Female ❒ Prefer not to say ❒

Male ❒ Other (please specify):

**Ethnic group.** I identify as:

**A: White:** Scottish ❒

Other British ❒ Irish ❒

Gypsy / Traveller ❒ Polish ❒

Any other White background, please specify:

**B: Mixed**

Any mixed or multiple ethnic groups, please specify:

**C: Asian, Asian Scottish or Asian British**

Pakistani, Pakistani Scottish or Pakistani British ❒

Indian, Indian Scottish or Indian British ❒

Bangladeshi, Bangladeshi Scottish

or Bangladeshi British ❒

Chinese, Chinese Scottish or Chinese British ❒

Other, please specify:

**D: African**

African, African Scottish or African British ❒

Other, please specify:

**E: Caribbean or Black**

Caribbean, Caribbean Scottish or Caribbean British ❒

Black, Black Scottish or Black British ❒

Other, please specify:

**F: Other ethnic group:**

Arab, Arab Scottish or Arab British ❒

Other, please specify:

**How old are you?**

25 or under ❒

26 –35 ❒

36 –45 ❒

46 – 55 ❒

56 or over ❒

To ensure compliance with the Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Religion and Belief) Regulations 2003 we ask the following questions, however your response to these questions is optional.

**Sexual orientation.**

I identify as:  
Bisexual ❒

Gay man ❒  
Gay woman/lesbian ❒

Heterosexual/straight ❒

Prefer not to say ❒

Other, please specify:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faith /Belief**

Do you have a particular faith or belief system? If so please specify:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where did you learn of this vacancy?**

Cyrenians website ❒ Indeed ❒

Facebook ❒

Other source (please specify):

**SECTION B**

|  |  |
| --- | --- |
| Application ref:  (office use only) |  |
| Job: | Café assistant, Arnotdale House |

**1 Work and volunteering**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current or most recent job** | | | | |
| Current employer  (or most recent) |  | | | |
| Role / Job title |  | | | |
| Dates employed | From: |  | To: (leave blank if current employer) |  |
| Main duties and responsibilities |  | | | |
| Reason for leaving  (if applicable) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous jobs and volunteering** | | | | |
| Employer |  | | | |
| Role / Job title |  | | | |
| Dates employed | From: |  | To: |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer |  | | | |
| Role / Job title |  | | | |
| Dates employed | From: |  | To: |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer |  | | | |
| Role / Job title |  | | | |
| Dates employed | From: |  | To: |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |

**2 Supporting statement**

**Why would you like to work in this post?**

**How would your personal values, skills and experience help you do this job well?**

**Is there anything you would like to learn, or support we could give you, to help you do the job well?**

**3 Training and qualifications**

|  |  |
| --- | --- |
| Qualification / training | Level achieved |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**4 References**

Please give the names of two referees you have worked closely with recently, **including your current or most recent employer**. Please tell them that we will be contacting them.

|  |  |
| --- | --- |
| **Employment Referee** (Your current or most recent employer) | |
| Name |  |
| Position and organisation |  |
| Phone number |  |
| Email address |  |
| How do you know this referee? |  |
| How long have you known them? |  |
| Can we contact them prior to interview? |  |

|  |  |
| --- | --- |
| **Second Referee** | |
| Name |  |
| Position and organisation |  |
| Phone number |  |
| Email address |  |
| How do you know this referee? |  |
| How long have you known them? |  |
| Can we contact them prior to interview? |  |

**Submitting application**

Please email your completed form to: recruitment@cyrenians.scot (preferred)

Alternatively, send/hand it in to: Jonathan Reid, Manager, Arnotdale House, Dollar Park, Camelon Road, Falkirk, FK1 5SQ.