

EMPLOYMENT HISTORY

Shortlisting is based on the skills and experience you show and your employment history is a key indicator. Please start with the most recent employment and give details of any **paid** and **voluntary** work. It will be sufficient to briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility please do in the section on relevant experience/skills. Please continue on a separate sheet to list all your employment history.

Name of Employer/Organisation:**Address:****Post Code:****From:****To:****Job Title:****Salary:****Brief description of duties:****Reason for leaving/intending to leave:****Name of Employer/Organisation:****Address:****Post Code:****From:****To:****Job Title:****Salary:****Brief description of duties:****Reason for leaving:****Name of Employer/Organisation:****Address:****Post Code:****From:****To:****Job Title:****Salary:****Brief description of duties:****Reason for leaving:****Name of Employer/Organisation:****Address:****Post Code:****From:****To:****Job Title:****Salary:****Brief description of duties:****Reason for leaving:**

(if you need more space, please use separate A4 size paper)

EXPERIENCE / SKILLS

Please use this section to illustrate how your previous experience, skills, qualifications and training are relevant to the post you are applying for. Please refer to the job description and person specification and include any experience including voluntary work you feel may be relevant.

(if you need more space, please use separate A4 size paper)

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (EXCEPTIONS) (AMENDMENT) ORDER 1986
 Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

Applicants are, therefore required by the Association to disclose information about convictions which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Association. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Please give details in the space below:

Note

The order applies to this application because it relates to employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreation or facilities, or is concerned with the provision of supervision or training, being employment of such a kind as to enable the holder to have access in the course of his/her normal duties to such persons, and employment the normal duties of which are carried out wholly or partly on the premises where such provision takes place.

DECLARATION

I certify that the information given on this form is correct to the best of my knowledge. I consent to the Chapter 1 checking any information provided in this application.

I understand that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974; and I shall be required to complete the Confidential Declaration Form regarding convictions which for other purposes are deemed as being "spent";

I understand that if I am offered employment I will be required to consent to a criminal records check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Signed

Date

Please return completed form to:

**Chapter 1
 HR Department
 2 Exton Street, London SE1 8UE
 Tel: 020 7593 0470 Fax: 020 7593 0478**

For Office Use Only	
Received	
Copied	
Shortlisted	
Appointed	
Acknowledged	

CHAPTER 1 Recruitment Monitoring Form

As a responsible organisation, Chapter 1 values the diversity of its workforce. It is our policy and practice to ensure that no applicant receives less favourable treatment on the grounds of race, ethnic or national origin, colour, cultural background, language, nationality, gender, marital or parental status, religion or belief, sexual orientation, disability, age, class, HIV/Aid status, membership or non-membership of a trade union.

To ensure that our recruitment procedures operate in a manner which enables us to meet our commitments, we should be grateful if you would complete the questions below and return with your application form.

Please note that this form does not form part of the selection process and is for monitoring purposes only.

Name		Date	
Position Applied			
Project / Location			

Please X the appropriate boxes

MARITAL STATUS	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>
	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>	
GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
DO YOU HAVE A DISABILITY?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<p>If yes, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995</p>			
ETHNIC ORIGIN:			
WHITE	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other <input type="checkbox"/>
MIXED	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>
	Other <input type="checkbox"/>		
ASIAN / ASIAN BRITISH	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Other <input type="checkbox"/>		
BLACK / BLACK BRITISH	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other <input type="checkbox"/>
CHINESE / OTHER	Chinese <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>	
<p>PLEASE RETURN WITH COMPLETED APPLICATION FORM. THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION FORM AND WILL NOT BE SEEN BY THOSE INVOLVED IN THE SHORTLISTING PROCESS.</p>			