

**Job Application**

Part 1

Personal Details

|  |  |
| --- | --- |
| Application for the Post of |  |

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address |  |
| Town/City |  |
| Postcode |  |
| Telephone (day) |  |
| Telephone (evening) |  |
| Email |  |

**Job Application**

PART 2

*To be completed by Harbour Support Services:*

|  |  |
| --- | --- |
| *Applicant Reference Number* |  |

|  |  |
| --- | --- |
| Application for the Post of |  |
| How did you learn about this vacancy? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A : Employment** | | | | | |
| *We would like some details about your two most recent jobs* | | | | | |
| Details of your current or most recent job: | | | | | |
| Employer | |  | | | |
| Address | |  | | | |
| Town/City | |  | | | |
| Postcode | |  | | | |
| Position held | |  | | | |
| Date started in this position | |  | | | |
| Date joined this employer | |  | | | |
| Date left this employer | |  | | | |
| If you are still employed, what is your notice period? | |  | | | |
| Current/last salary | |  | | | |
| Hours worked per week | |  | | | |
| Other benefits | |  | | | |
| Please describe your main responsibilities. | | | | | |
| Why are you seeking a new job? | | | | | |
| Details of your previous job: | | | | | |
| Employer |  | | | | |
| Address |  | | | | |
| Town/City |  | | | | |
| Postcode |  | | | | |
| Position held |  | | | | |
| Date started in this position |  | | | | |
| Date joined this employer |  | | | | |
| Date left this employer |  | | | | |
| Current/last salary |  | | | | |
| Hours worked per week |  | | | | |
| Other benefits |  | | | | |
| Please describe your main responsibilities. | | | | | |
| Please explain your reason for leaving this job. | | | | | |
|  | | | | | |
| *We would like some information about your previous jobs – paid and voluntary work* | | | | | |
| Employer | From | | To | Position | Salary |
|  |  | |  |  |  |
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| *Any offer of employment would be made subject to receiving satisfactory references. Please provide us with the names of two referees; one must be your current or most recent employer. We will inform you before contacting any of your referees and will only contact your current employer having offered you the position, subject to references.* | | | | | |
| Referee one | | | | | |
| Name |  | | | | |
| Relationship to you |  | | | | |
| Organisation |  | | | | |
| Address |  | | | | |
| Telephone |  | | | | |
| Email |  | | | | |
| Referee two | | | | | |
| Name |  | | | | |
| Relationship to you |  | | | | |
| Organisation |  | | | | |
| Address |  | | | | |
| Telephone |  | | | | |
| Email |  | | | | |

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| **Section B : Education and Training** | |
| *We will ask to see evidence of any qualifications listed as essential in the Person Specification* | |
| Please outline any qualifications you hold, including those from school/college/university. | |
| Please give details if you are a member of a relevant professional body. | |
| We are interested to find out about any new skills or knowledge you have learnt recently. Please also tell us if you are fluent in any language other than English. | |
| **Driving** | |
| Do you hold a driving license which entitles you to drive in the UK? | YES  NO |
| Do you have a car available for work? | YES  NO |

|  |  |
| --- | --- |
| **Section C : Guaranteed Interview Scheme** | |
| *Harbour has made a commitment to guarantee an interview to all job applicants with a disability who meet the essential criteria for the post.*  *Harbour defines a disability as a physical or mental impairment which has a substantial and long term adverse effect on an individual’s ability to carry out normal day to day activities.*  *To ensure we meet this commitment, we invite you to answer the following questions:* | |
| Do you have a disability? | YES  NO |
| Are there any steps we can take to make it easier for you to attend the interview? | |
| **Section D : Suitability for the Post** | |
| *You should have a copy of the Person Specification for the post that details the experience, skills and attributes which the successful candidate will need to demonstrate. Use this section to compare yourself against the Person Specification and describe why you are the right person for this job.* | |
| Describe how your personal qualities and skills will enable you to do this job. | |
| How could your past experience benefit you in this post? | |
| What are you looking for in a new job? | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section E : Declarations** | | | |
| *Please answer the following questions and sign to confirm your responses.* | | | |
| Are you entitled to work in the United Kingdom? | | | YES  NO |
| *Evidence of eligibility to work in the United Kingdom will be required if you are offered the post.* | | | |
|  | | | |
| *Harbour is an equal opportunities employer and will not unfairly discriminate against you if you declare you have a criminal record. Criminal records are only taken into account when the conviction is relevant to the job for which you are applying; however, CRB checks will be carried out as a condition of any job offer.*  *All posts within Harbour require an Enhanced CRB check and therefore we need to enquire about all previous convictions, including those which would be considered spent under the Rehabilitation of Offenders Act 1974 (as amended).* | | | |
| Do you have any previous criminal convictions? | | YES  NO | |
| If yes, please give details. | | | |
|  | | | |
| *We need to know of any previous or current connections you have with Harbour. These will not preclude you from seeking employment but we need to ensure fairness and transparency in the recruitment process.* | | | |
| Have you previously worked or volunteered for Harbour? | | | YES  NO |
| If yes, when did you leave? | | | |
| Do you or any of your immediate family have any connections with Harbour, its staff or Board members? | | | YES  NO |
| If yes, give details. | | | |
| Have you or any immediate members of your family been provided with services by Harbour? | | | YES  NO |
| If yes, when did they/you leave the service? | | | |
|  | | | |
| I declare the information provided in this application is correct to the best of my knowledge.  I understand that any false information may render an offer of employment invalid and lead to termination of employment or other disciplinary action.  I also understand the information provided will be processed and I give consent for data processing under the Data Protection Act 1998. | | | |
| Signed |  | | |
| Date |  | | |

*If you are returning this application via email please type your name in the signature box.*

Please return the fully completed application form to:

**recruitment@myharbour.org.uk**

If this is not possible, please contact Brigitte Rowell on 03000 20 25 25.

**Job Application**

PART 3

Equal Opportunities Monitoring Form

*This sheet will be removed from the rest of the application prior to shortlisting.*

Harbour is committed to developing a workforce which reflects the communities it serves. In order to monitor this, applicants are invited to complete this form. The information is kept strictly confidential and is only used for monitoring purposes. This information will not be used as part of the selection process and is not seen by the managers shortlisting for the post. All information use and storage will follow Data Protection legislation guidelines.

Harbour strives to be an equal opportunities employer. However, Occupational Requirement (Equality Act 2010, Schedule 9, Part 1) allows us to restrict certain posts to females or males.

 1. Please give your date of birth :

|  |  |  |  |
| --- | --- | --- | --- |
| Female | Male | Transgender | Prefer not to say |

2. Please give your gender (please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual | Lesbian/Gay | Bisexual | Prefer not to say |

3. Do you identify yourself as

(please tick)

4a. Do you consider yourself to have a disability?  Yes No

4b. Are you registered disabled? Yes No

1. How would you describe your ethnic group: (please tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White-  White British | Black or Black British-  Caribbean | Asian or Asian British-  Pakistani | Asian or Asian British- Other | Mixed-  White and Black Caribbean | Other Ethnic Group- Other |
| White-  White Irish | Black or Black British-  African | Asian or Asian British-  Bangladeshi | Mixed-  White and Asian | Other Mixed Background | Prefer not to say |
| White-  White Other | Black or Black British-  Other | Asian or Asian British-  Indian | Mixed-  White and Black African | Other Ethnic Group-  Chinese |  |

6. Which religion, if any, do you follow?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Christianity (all denominations) | Sikhism | Muslim | Hinduism | | Buddhism | Judaism |
| Other | None | Prefer not to say |  |

Thank you for taking the time to complete this form.