

Received: / / Interview: / / :
Interview: Y N Offer: Y N

JOB APPLICATION FORM

Office Use: Application Number **035RZAD**

ReZolve aims to be an Equal Opportunities Employer and will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

Please do not include your CV with this application form, as an equal opportunities employer we can only accept applications using this form, with additional sheets where necessary.

Pages 1 and 2 of this form are for recoding purposes only and are separated from your application prior to short listing.

Application for the position of: Administrator

Please note that a condition of employment for this position will be a satisfactory enhanced Criminal Records Bureau check.

PERSONAL

Preferred title: (e.g. Mr, Mrs, Ms, Miss) Surname:
First Name(s): Date of Birth:
Address:
Tel No: (Day) (Evening)
Email address:
May we contact you during the day? YES/NO
When would you be free to take up a new appointment?
Do you have a clean, current driving licence? YES/NO
Do you have your own car? YES/NO

HEALTH

Do you have any physical or mental health problems that may affect your work? YES/NO
If so, please give details.

How many days have you had off due to sickness in the last 12 months?
Please give brief explanation if more than 5 days.

EQUAL OPPORTUNITIES MONITORING

GENDER & ETHNIC ORIGIN

MALE	FEMALE	
		Black
		African
		Asian (e.g. Bangladeshi, Indian, Pakistani, Sri Lankan)
		Caribbean
		Mixed Race
		South East Asian (e.g. Chinese, Malaysian, Vietnamese, Thai)
		Other (please specify)
		White
		European
		Irish
		UK
		Other (please specify)

DISABILITY

Do you consider you have a disability? YES/NO
(if YES, please specify)

If so, is there any special provision you would like us to make in order to offer you a fair selection interview or to help you do this job? (Please specify)

3 GENERAL

If you answer YES to any of these questions, please give brief details.

To your knowledge, are you related to, or have a close relationship with, any member of ReZole? YES/NO

Do you have any private business interests, which might cause a conflict of interest with this job? YES/NO

Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)? YES/NO

PRESENT OR MOST RECENT EMPLOYED/VOLUNTARY/UNPAID WORK

Name of employer/organisation

Address

Notice Period:

From:

To:

Full/Part Time*

* Delete as appropriate

Job Title:

Salary:

Other Benefits

Name and Job title of person to whom you report:

Brief Description of duties:

Please give your reasons for seeking new employment:

PREVIOUS WORK EXPERIENCE/VOLUNTARY/UNPAID WORK

Please start with your most recent experience and use an extra sheet if necessary

From	To	Organisation Name and Location	Position held and brief description of duties	Leaving salary	Reason for leaving

Please note that redundancy and dismissal must be clearly stated.

WHAT FORMAL EDUCATION, VOCATIONAL/PROFESSIONAL QUALIFICATIONS AND TRAINING DO YOU HAVE?

Please include everything that you consider to be relevant. Continue on a separate sheet if necessary.

Date	Examinations/Qualifications/Training Courses	Result

ADDITIONAL INFORMATION

Please use this space to explain why you are interested in this post and what you can bring to it. Try to relate your experience (paid or unpaid) to the post. Use an extra sheet if necessary.

Empty space for providing additional information.

REFERENCES

Please give names and addresses of two referees, one of whom must be your present/most recent manager (paid or voluntary work) or an academic referee if you are a student. We will not normally take up references before making an offer of employment.

Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	
Occupation/Relationship:		Occupation/Relationship:	
Please tick box if reference can be taken up at any time	<input type="checkbox"/>	Please tick box if reference can be taken up at any time	<input type="checkbox"/>

ADVERTISEMENT

Where did you see this job advertised?

LEISURE

Please give details of your spare time interests and activities.

DECLARATION

I declare that the information provided in this application is to the best of my knowledge correct and complete. I understand that false information or deliberate omission of any material facts may result in dismissal or withdrawal of a job offer.

Signed: _____ Date: _____

(if you submit by email please insert your electronic signature or your first initial and surname)

Unfortunately we are unable to respond to all applications, so we would like to take this opportunity to thank you for your interest in ReZolve.

Thank you for your time and effort in completing this form.

Please return your application to:

Becky Vickers, HR Manger

16 Callywith Gate Ind Est, Bodmin, Cornwall, PL31 2RQ

Or email to becky@rezolve.org.uk