



RENAISSANCE

A NEW DAWN FOR EVERYONE'S JOURNEY

RENAISSANCE UK LTD

JOB APPLICATION FORM



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The information provided on this application will remain private and confidential and will only be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (and update periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the General Data Protection Regulation.

Guidance to completing this application form:

- The form is divided into three parts. All applicants to Renaissance UK, must complete sections 1 and 3 of this document, if they wish to be considered for interview.
- Please only complete section 2 if you have not provided a CV or if completion has been requested by the hiring manager.
- Please continue a separate sheet if required, for any sections of the form. Please ensure that these additional sheets are named, dated and clearly sectioned.
- On completion, please return this form to the hiring manager, stated on the employment vacancy advert:

Please note that the organisation may approach third parties to verify the information that you have given. By signing this form, you will be providing the organisation with your consent to all these uses.

Please read all instructions carefully before completing this form.

VACANCY DETAILS

Post applied for:	
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PERSONAL DETAILS

Surname:	
First Names:	
Address:	
Mobile or telephone number:	
Email:	

JOB APPLICATION FORM

DRIVING

Ability to Drive: Yes/No (Only complete where it is a requirement of the job)	
Do you hold a current full UK driving licence?	
Is your driving licence free of endorsements? Yes/No	
Disabilities: Are there any adjustments needed to enable equal access should you be invited for interview? If yes, please give details	
REFEREES	
Please give the name, address and telephone number of two referees, one of whom should be your most recent or present employer. Your second referee should be someone who has known you professionally and has done for at least a few years. It is our practice to approach referees of short-listed candidates only. If you wish us to delay approaching your referees, please tick the appropriate boxes clearly:	
1. Present/Most Recent Employer	2. Other Referee
Name: Address: Tel No: Email: Occupation: Delay Approach:	Name: Address: Tel No: Email: Occupation: Delay Approach:

JOB APPLICATION FORM

SECTION 2

EDUCATION, TECHNICAL & PROFESSIONAL QUALIFICATION

Where applicable please include details of examinations which have been or about to be taken, but results of which are not yet available.

Secondary and Higher Education (please include, if any, the details of courses you are currently studying):

[illegible]

JOB APPLICATION FORM

Professional Qualifications (please also include, if any, the details of any current qualifications you are working towards):

Name of Professional Body	Membership Grade	Was membership gained by examination?	Date achieved

Employment History:

Give details of your present or most recent employer, your reasons for leaving and the amount of notice required. If you are a school leaver, please include details of vacation employment.

Present or Most Recent Employer:

Name and Address of Employer	Dates From/To	Reason for Leaving	Notice Required	Salary

Describe your main duties and responsibilities within the organisation:

What was/is your job title:

Main Duties and Responsibilities:

JOB APPLICATION FORM

List all other employers including part time and voluntary work, Account for any gaps on employment (continue on a separate sheet if necessary):

Name and Address of Employer	Position held and grade	From/To (month/year)	Final Salary	Reason for leaving

Other Skills: e.g. languages spoken or written (please give degree of competence)

JOB APPLICATION FORM

Computer literacy:

Please specify level of competence and software packages you can use:

Other Information:

How/where did you learn of this vacancy?

Have you worked for, or made an application to Renaissance UK (formerly Drugline Lancashire) before, either as a paid staff member or volunteer position? If yes, please give details:

Do you have a personal relationship (friend/partner/ family member etc) with any member of staff or management within this organisation?

Yes ☐ No ☐

If yes, please state with whom:

Eligibility to Work in the UK:

Are you currently eligible for employment in the UK?

Please state what documentation you can provide to demonstrate this, e.g. British Passport/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.

JOB APPLICATION FORM

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment processes.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above)

Declaration:

I declare to the best of my knowledge and belief that all particulars I have given on this application form are complete and true. I understand that any false declaration, misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, DBS check, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the company as satisfactory

Signed:

Date:

Please return the completed form, by email or post, to the hiring manager stated on the Job Advert

JOB APPLICATION FORM

SECTION 3 COMPETENCY APPLICATION FORM

This section is compulsory and must be completed by all applicant prior to interview)

NAME:

Please make full use of this section, attaching securely any named additional sheets/documents, if necessary, to provide further information in support of your application.

It is vital that all applicants complete this section because we need as much information about you as possible to aid with the process of shortlisting for interview.

1. Post applied for and the reasons why you are applying for this post:

2. Details of any relevant experience gained either in a paid or voluntary capacity:

JOB APPLICATION FORM

3. Details of any relevant training/education and other interests relevant to this post.

4. How you can demonstrate all of the Essential and Desirable criteria stated on the Person Specification form (attached to the job description)

JOB APPLICATION FORM

EQUAL OPPORTUNITIES MONITORING FORM

Unique Identification Number:
(Please leave blank)

This section of the application form will be detached and used solely for monitoring purposes.

Renaissance UK recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, sex, gender reassignment, disability, age, sexual orientation, religion or belief, pregnancy or marital status. We therefore welcome applications from all sections of the community.

Please indicate which choices describe you most closely:

Ethnicity

Gender

Is your gender now, the same as you were assigned at birth?

Date of Birth:

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995: Yes/No

If yes, please state nature of disability:

DISABILITY DEFINITION

Individuals who were registered under the Disabled Persons (Employment) Act 1944 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).

The DDA states: 'a person has a disability...if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.'

The person must satisfy the four criteria in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

JOB APPLICATION FORM

If you wish you may disclose information about yourself in this section about your:

Religion or Belief:

Sexual orientation:

JOB APPLICATION FORM

Criminal Convictions Self-Declaration Form

We work in accordance with the Cabinet Office Baseline Security Standard which requires the disclosure of unspent criminal convictions.

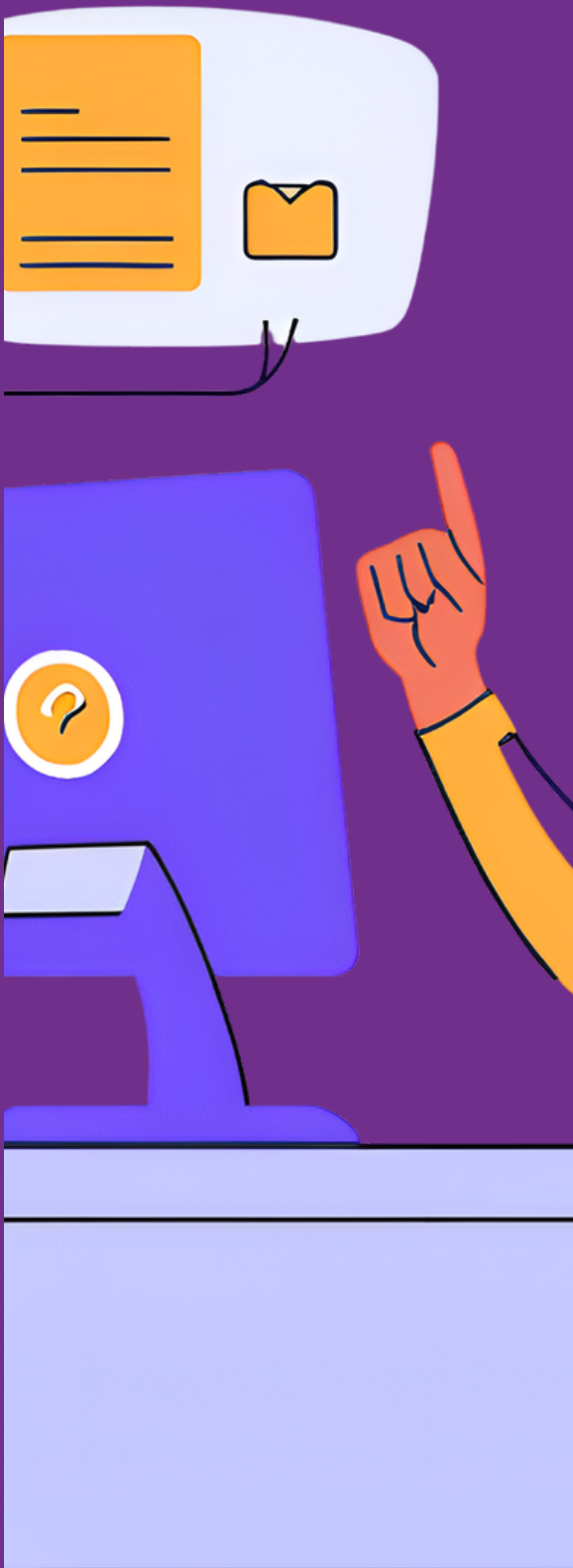
Please complete this form only if you are offered an interview, giving details of any spent, unspent or pending criminal convictions. If you have no criminal convictions, please clearly write not applicable in the box below and sign the declaration. The information you provide is confidential and will be treated as such under the terms of the Rehabilitation of Offenders Act 1974 and the General Data Protection Regulations.

We are committed to equality of opportunity and welcome applications from all sections of the community. Job applicants will be assessed on their ability to meet the competencies set out in the person specification, therefore, please be assured that only criminal convictions relevant to the post will be taken into account. You may be asked for further information about any convictions that you declare.

Self-Declaration

Please provide details of past and pending criminal convictions including the type of offence, the date of the conviction and the sentence passed. Please continue a separate sheet if you need to, or you can attach a document with a list of your convictions to this sheet.

CONTACT US



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