

Dear Applicant

Thank you for your interest in First Initiatives.

Please find enclosed an application form and job description for the particular position in which you have shown interest. Please read the information relating to the job and ensure you provide details on the application form of your relevant skills, abilities and knowledge gained in employment, voluntary work or elsewhere.

You will also find an equal opportunities monitoring form, we would appreciate your co-operation in completing this to help us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information you provide and will be separated from your application form on receipt.

Offers of employment will be subject to the receipt of two satisfactory references, proof of eligibility to work in the UK and a satisfactory criminal records check with the Criminal Records Bureau before the appointment is confirmed. This check will request details of cautions, reprimands or final warnings as well as convictions.

Applicants selected for interview will be informed within six weeks of the closing date. If you have not heard from us within this period, it will be because we have decided not to take your application any further. If you would like us to acknowledge your application, please enclose a stamped address envelope.

First Initiatives has participated in the Positive about Disability (Two Tick scheme) and we will always offer an interview to any disabled candidate who meets the minimum criteria for the post.

If you require any further information before completing the application form please do not hesitate to contact the Human Resources department on the above number.

We look forward to receiving your completed application.

Yours sincerely

Human Resources Team

Application Form

To comply with the Data Protection Act 1998, the information you provide will be kept for the purposes of monitoring and will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months and then be destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

Please read carefully all instructions before completing this form. Please use BLOCK CAPITALS, black ballpoint pen or typescript since it will be necessary to photocopy your application.

Application for the post of:	
Location:	
Job reference no (if known)	Closing date:

Title	Forename(s)	Surname
Address		
Home Telephone Number	National Insurance Number	
Work Telephone Number We may need to contact you during office hours (with discretion)	Mobile Telephone Number	

Education, qualification and training

Please include qualifications obtained and any relevant training courses attended

Subjects studied and/or training completed	Grades and or qualifications gained.

Professional Qualifications (Please give details if applicable)

Name of Professional body	Membership grade

Employment History

(Current or most recent employer)

Give details of your present or most recent employer, your reason for leaving and the amount of notice you required, if you are a school leaver, please include details of any work experience.

Name and address of Employer	From Month Year	To Month Year	Notice required	Reason for leaving and salary on leaving

Job Title

Brief description of duties and responsibilities

Have you ever been dismissed or asked to resign by a previous employer. If yes, please give details

YES

NO

Previous employment

List all other employers, account for any gaps in employment. Continue on a separate sheet if required

Employers Name	Position Held	From Month Year	To Month Year	Reason For Leaving

Knowledge, Skills and Abilities

This is a vital part of the application.

Please read the Person Specification before completing this section.

You should show how you meet each requirement of the Person Specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere.

Criminal Records/Convictions

Candidates need to be aware that it is the policy of the organisation to obtain a Criminal Records Bureau Enhanced Disclosure on each employee before they commence their employment with the organisation. (this requirement is applicable only to candidates we would wish to appoint).

Due to 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 (Exemptions) Order 1975.

Applicants, are therefore, required to declare any convictions, cautions or arrests which for other purposes are 'spent' under the provisions of the Act: and in the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential.

HAVE YOU EVER BEEN CONVICTED/ARRESTED OR CAUTIONED OF A CRIMINAL OFFENCE?

(Please tick) YES NO

If YES, please give details (continue on a separate sheet if necessary)

Ability to drive

Do you hold a current driving licence?

YES

NO

Are you a car owner?

YES

NO

Have you any valid endorsements?

YES

NO

Positive about disabled people

All applicants who have a disability and meet the criteria will be interviewed.

Do you consider yourself to have a disability ?

YES

NO

References

Please give details of two references, who are able to comment on your work ability. One referee should be your current or most recent employer. It is the practise of the organisation to approach the referees of short-listed candidates only.

Referees will only be contacted if you are successful at interview and prior to commencing employment with Autism Initiatives.

Employment is offered subject to receipt of satisfactory references.

1. Current/most recent employer

Name

Address

Postcode

Telephone

2. Second Referee

Name

Address

Postcode

Telephone

Declaration

I confirm that I am of suitable physical and mental health to undertake the role I have applied for.

I declare that the information on this application form is correct. I understand that false or misleading information or failure to disclose a conviction, caution or arrest, may lead to the offer of employment being withdrawn or to dismissal. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

Signature

Date

Please return completed form to Human Resources dept,
First Initiatives, Goddard Hall, 297 Knowsley Road, Bootle, Liverpool, L20 5DF

Email a copy to hradmin@firstinitiatives.org

NOTE: By Emailing a completed form you are declaring that all the information is correct and you understand and agree with above declaration.

Equal Opportunities Monitoring Form

First Initiatives promotes equal opportunities. It aims to ensure that all job applicants and employees receive equal treatment regardless of age, deafness, disability, ethnic origin, gender, HIV/Aids antibody, status, marital status, race, religion, responsibility for dependents, union activity, sexual orientation or trans-sexuality.

The following information will be treated as confidential by Human Resources and we would appreciate your co-operation in helping us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information provided and will be separated from your application form on receipt.

Please complete both sides of the form

Application for the post of:

Gender Male Female

Age Range
18-21 22-29 30-39 40-49 50-59 60-64 65+

Date of Birth:.....

Disability:

Please tick if you have a disability. If so please specify.....

.....

Ethnic Origin:

Tick the classification, which would best describe your ethnic origin. This term refers to different racial groups and not to your nationality, country of birth or religious affiliations. If you feel that you do not fall within these categories, please indicate under 'Any other..' 'what you consider to be your ethnic origin'.

White

English Scottish Welsh Irish

Other, please specify

Any Other White background, please specify

Mixed

White & Black White & White & Asian
Caribbean Black African

Any Other Mixed background, please specify

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

Indian Pakistani Bangladeshi

Any Other Asian background, please specify

Black, Black British, Black English, Black Scottish, or Black Welsh

Caribbean African

Any Other Black background, please specify

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh

Chinese

Any Other background, please specify

Thank you for your assistance.