**THIS PAGE WILL BE DETACHED BEFORE SHORTLISTING TAKES PLACE**

**PLEASE COMPLETE IN BLACK INK**

|  |  |
| --- | --- |
| Post applied for: **Chief Officer** | |
| How did you learn of this vacancy? | Closing date: **Monday 19th July**  **12.00pm** |

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Surname: | Previous name: |
| Forenames: | Title: |
| Address: |
| Home telephone number: |
| Mobile telephone number: |
| Email address: | |
| Postcode: | Work telephone number: |

|  |  |
| --- | --- |
| **REFERENCES** (one of whom should be your current or most recent employer) | |
| Name: | Name: |
| Position: | Position: |
| Address:  Email address: | Address:    Email address: |
| Telephone number: | Telephone number: |
| Employer referee  Can we contact this person prior to interview? | Personal referee  Can we contact this person prior to interview? |

**EDUCATION AND TRAINING**

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | From | To | Qualifications |
|  |  |  |  |

**MEMBERSHIP ORGANISATIONS OR PROFESSIONAL BODIES**

|  |
| --- |
|  |

**ADDITIONAL TRAINING** – Details of anything not covered above.

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Held | Name & Nature of  Organisation | Summary of Duties | Dates | Salary | Reason for Leaving |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Held | Name & Nature of  Organisation | Summary of Duties | Dates | Salary | Reason for Leaving |
|  |  |  |  |  |  |

|  |
| --- |
| **ADDITIONAL INFORMATION which must be completed**.  Please state your reasons for applying for this post and show us how your skills and experience relate to the job description and person specification. This is your chance to say why you are suitable for the post.  **Please sign the declaration at the end of this form.** |

**Declaration**

I hereby certify that the information supplied on this form is, to the best of my knowledge, true and accurate. And I understand that deliberate falsification or withholding of information could invalidate my application.

Signed …………………………………………………. Date …………………..

**We work with service users and the general public who may be classed as ‘adults at increased risk of harm’ and therefore certain staff posts are subject to a Disclosure and Barring check.**

**DECLARATION**

Have you ever received a criminal conviction? **YES / NO\***

I agree to have a police record check. **YES / NO\***

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI2013 1198 ?If you have received any convictions in the criminal court, please enclose details in a separate envelope marked ‘for the attention of the interview panel’.

**YES / NO\***

It will be destroyed unless you are shortlisted for interview.

**I hereby certify that the information I have supplied on this form is to the best of my knowledge true and accurate and I understand that deliberate falsification or withholding of information could invalidate my application.**

Signed……………………………………………… …Date………………………….

* Delete as appropriate.

**EQUAL OPPORTUNITY MONITORING SHEET**

THIS INFORMATION IS DETACHED BEFORE SHORTLISTING TAKES PLACE

We need to collect the following information to ensure that we are providing equal opportunities and this information will help us monitor and evaluate. You will not be identified in the monitoring statistics we report on. The personal information you provide here is protected by law and it has no impact on whether you will be employed.

**What is your gender?** Male Female Transgender Non-binary

**What is your age group?** (please tick)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Under 18** | **18-24** | **25-34** | **35-44** | **45-54** | **55-64** | **65-74** | **75 + over** |
|  |  |  |  |  |  |  |  |

**What is your ethnic group?**

Tick one option that best describes your ethnic group or background.

|  |  |
| --- | --- |
| **Asian / Asian British** | |
|  | Indian |
|  | Pakistani |
|  | Bangladeshi |
|  | Chinese |
|  | Any other Asian background,  please describe. |
| **Black / African / Caribbean /**  **Black British** | |
|  | African |
|  | Caribbean |
|  | Any other Black/African/Caribbean background, please describe |

|  |  |  |
| --- | --- | --- |
| **Mixed / Multiple ethnic groups** | | |
|  | | White and Black Caribbean |
|  | | White and Black African |
|  | | White and Asian |
|  | | Any other Mixed/Multiple ethnic background, please describe |
| **White** | | |
|  | English / Welsh / Scottish /  Northern Irish / British | |
|  | Irish | |
|  | Gypsy or Irish Traveller | |
|  | Any other White background:  please describe | |
| **Other ethnic group** | | |
|  | Arab | |
|  | Any other ethnic group: please describe | |

**Which of the following best describes your sexual orientation?**

Straight / Heterosexual

Gay or Lesbian

Bisexual

Other Sexual orientation

**Do you consider yourself to be disabled** i.e. having a disability

which has a substantial and long-term adverse effect on your

ability to carry out normal day to day activities? YES NO