

For Office Use



# APPLICATION FORM

**Application for the post of:**

**Date:**

[www.trilogyleisure.co.uk](http://www.trilogyleisure.co.uk)

## GENERAL POINTS

Shortlisting decisions will be made using the information you provide in this application form, so this is your opportunity to tell us about your knowledge, skills and experience and persuade us of your ability to do the job for which you are applying. For this reason, it is essential that you complete this form fully.

## GUIDANCE NOTES

Please read each section of the form carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.

Most of our job opportunities require completion of this application form.

CVs are only acceptable when specifically requested in a job advertisement.

Write in a concise, well organised and positive way. Make sure all sections are completed clearly and as fully as possible.

Keep to the facts - you may have to justify any information you have given at interview.

Where possible, provide specific evidence and examples of how you meet the criteria of the job.

If you run out of space you may use additional pages and ensure they are headed with your full name.

When you have finished your application re-read it and check for any errors or omissions.

Make sure your application form is returned by the closing date as late applications will not be accepted.

Keep a copy of your completed application; it will be useful to refer to for preparation if you are called for interview. Save a copy of your completed application form which you can print from your PC.

**If you require any assistance in completing your application form, please do not hesitate to contact us to discuss how we can help you.**

## **YOUR PERSONAL DETAILS**

Please complete this section fully and clearly. This is the information we need to contact you.

## **REFERENCES**

Referees must be able to produce information about your suitability for the post, and no offer of appointment will be confirmed until satisfactory references are received. It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

You will need to provide the names of two referees. One should be your most recent employer and the second a previous employer or someone who can give information about you that is relevant to the position for which you are applying.

If you are a school or college leaver, please give the name of your head teacher or tutor.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed "to whom it may concern" are not acceptable.

If you are self-employed or employed by an organisation that has ceased trading, give the name of an official such as an Accountant or Bank Manager who can vouch for that period of employment/work.

References will only be taken up if you are made an offer of employment.

Any offer of employment we make is subject to the receipt of satisfactory references.

We reserve the right to ask you for alternative referees if necessary.

## **OTHER INFORMATION ABOUT YOU**

Some jobs require you to be able to travel between locations. This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason, you are asked to state whether or not you hold a current driving licence and it is important to complete this section fully.

Before you are appointed, we must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you require a work permit to take up employment.

We need to know if you are related to an employee of Northampton Leisure Trust. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass a Northampton Leisure Trust employee to gain employment. This will disqualify your application.

At the same time, it is to your advantage to find out as much relevant information as you can about the Leisure Trust or the job applied for. If the advertisement invites you to contact a named person for an informal discussion, please feel free to do so. This will not form part of the selection process.

## **DISABILITY**

Northampton Leisure Trust takes its obligations under the Equality Act 2010 very seriously and undertakes to make any "reasonable adjustment" to a job or workplace to counteract any disadvantages a disabled person may face in employment or in gaining employment.

If you have a disability and are selected for interview, we can make arrangements best suited to your needs. .

## **CURRENT/MOST RECENT EMPLOYMENT**

Please state your employer's name, address, telephone number and where possible e-mail address. Do not go into too much detail, but try to list the main activities of the job.

## **PREVIOUS EMPLOYMENT**

List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work, particularly if you have not been in paid work. If you have recently left school or college and have not had a full time job, please include details of any employment such as weekend, holiday or voluntary work.

## EDUCATION & QUALIFICATIONS/ TRAINING & PROFESSIONAL MEMBERSHIPS

List the qualifications you possess indicating grades. There is no need to list failed exams. The person specification will say whether the job requires any particular qualifications. If you are appointed, we will need to see evidence of essential qualifications.

Give details of any professional bodies of which you are a member and training that you feel is relevant to the job you are applying for.

## YOUR SUPPORTING STATEMENT

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what knowledge, skills and experience you have that relate to the job. Think about examples you can give to provide evidence of this.

## DECLARATION OF INTERESTS

Trust employees must not allow personal and/or private interests to influence their conduct as employees.

In particular Northampton Leisure Trust requires all applicants and existing employees to inform them if they have any other current employment.

If Northampton Leisure Trust considers that there is conflict of interest as a result of the information disclosed, you will not be considered for appointment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.

## CRIMINAL CONVICTIONS

Applicants are required to declare 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).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Where the post advertised involves working with children and/or vulnerable adults it will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service. Employment will be offered to the successful applicant subject to a satisfactory Disclosure Report.

It's a criminal offence for people who are barred from working in regulated activity, to apply for roles that require them to work unsupervised with that particular group i.e. adults at risk, children or both.

Any information disclosed during the recruitment process which is not relevant to the application will be destroyed. Relevant information will be held until the conclusion of the recruitment process, and, if the candidate is not successful will be destroyed

## PERSONAL DECLARATION

Please read your completed form carefully and check for any errors or omissions. False declaration or omission of information in your application may disqualify you from appointment. If you are appointed and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you or dismissal without notice.

**Important Note: to ensure your application is processed please sign the personal declaration.**

## WHAT HAPPENS NEXT .....

After the closing date, your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experiences so it is vital that you have told us how you meet the selection criteria.

If you are successfully shortlisted, we will invite you to interview. There may be a test/exercise as part of the interview.

If you do not receive an invitation for interview, you can assume that your application has not been successful.

If you are not successful in your application, please do not be discouraged from applying for other jobs with Northampton Leisure Trust. Your skills and experience may be more suitable to another vacancy.

## YOUR PERSONAL DETAILS

Your Title:	Your First Name(s):
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Your Surname:
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Your Preferred Name:
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### Your Telephone Numbers:

Address:
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Home:
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Mobile:
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Postcode:
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Your E-mail Address:
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Please provide names and addresses of two referees (not relatives or people with whom you live) – one of whom should be your current or most recent employer.

### Referee details (current/Previous employer)

Name:
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Name:
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Position Held:
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Position Held:
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Company
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Company
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Postcode:
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Postcode:
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Tel No:
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Tel No:
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Fax No:
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Fax: No
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Email:
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Email:
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We reserve the right to ask you for further referees if necessary.

## OTHER INFORMATION ABOUT YOU

If this job was advertised as available for job share, please tick one box below to indicate your preference:

Full time only

Part Time only

Are you able to travel between or to different work locations? Yes  No

Do you have a full current driving licence? Yes  No

Do you need a work permit to work in the UK? Yes  No

If yes, when does your current work permit expire?

What is your National Insurance Number?

Are you related to any employee of Northampton Leisure Trust? Yes  No

**If you have answered yes to either of the above question, please give full details below.**

## DISABILITY

Northampton Leisure Trust seeks to encourage people with disabilities to apply for our job opportunities.

The Equality Act 2010 defines disability as:

**“A physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry our normal day to day activities”**

Please tick if you have a disability

In relation to any disability, would you require special facilities or assistance at interview? Yes  No

If yes, please give details: If you should be appointed to this post, please give details of any adjustments that would need to be made in order for you to be able to carry out the duties of the job:

## YOUR CURRENT / MOST RECENT EMPLOYMENT

Name of Employer:		
Nature of Business:		
Address:	Tel No:	
	Fax No:	
	Postcode:	E-mail Address:
Position held:	Salary/Wages:	
Employment Dates From/To:	Notice required:	
Reason for leaving:		
Please give a brief description of your main duties:		

## YOUR PREVIOUS EMPLOYMENT

Name of employer/organisation and their full address	Job Title and Brief Outline of Responsibilities	From Month/Year	To Month/Year	Reason for leaving

**YOUR PREVIOUS EMPLOYMENT (continued)**

<b>Name of employer/organisation and their full address</b>	<b>Job title and Brief Outline of Responsibilities</b>	<b>From Month/Year</b>	<b>To Month/Year</b>	<b>Reason for Leaving</b>

Please continue on a separate sheet if necessary.

**We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied**



## EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications you obtained. This should include any qualifications which you are studying for now. You will be required to prove you have obtained the qualifications you have listed.

School/College/University	Subjects & Qualifications/Grades achieved

## TRAINING AND PROFESSIONAL MEMBERSHIPS

Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed above

Title of training programme/course and brief description	Date completed
<b>Membership of Professional Associations and Level</b>	<b>Date completed</b>

## **SUPPORTING STATEMENT**

Please demonstrate below how your experience, skills and knowledge meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification and provide specific examples as evidence. You may continue on a separate sheet if necessary.

## DECLARATION OF INTEREST IN PRIVATE ENTERPRISE/CODE OF CONDUCT

To ensure that there is no conflict of interest that could affect your employment with Northampton Leisure Trust: Do you have any other current employment?                      Yes                      No

Please detail any such information in the space provided below.

                    

## CRIMINAL CONVICTIONS

Do you have any criminal 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)?

Yes                       No

*The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.*

*Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

It is a criminal offence for people who are barred from working in regulated activity, to apply for roles that require them to work unsupervised with that particular group i.e. adults at risk, children or both. I understand that some posts, including those which involve working with children and vulnerable adults will require me to give details of any criminal convictions. If this post falls into this group, I confirm that I will provide the information requested to apply for a Disclosure & Barring Service at the appropriate level.

Yes I confirm

## DATA PROTECTION

The information that you provide on the form will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you are successful through our recruitment process and do take up employment with us, the information you have given on this form will be used in the administration of your employment

## PERSONAL DECLARATION

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration, and if my application is incomplete, untrue or inaccurate Northampton Leisure Trust shall be entitled to withdraw any offer of appointment or terminate any contract of employment without notice.

I will not approach any employee of the Leisure Trust in order to advance my appointment as I understand this will disqualify me from consideration.

I understand that the information provided on this application form will be used on the Computerised Personnel Information System should an offer of appointment be made. Further details about Data Protection will follow with any contract of employment.

I hereby declare that the information given in this form is true and complete, and I have understood and will comply with the requirements laid down in the previous paragraph.

I agree with the above statement                       Date

For printed versions please sign in the signature box.

Signature

For electronic applications please check this box (you will be asked to sign a hard copy form if you are invited to interview).