

# APPLICATION FOR EMPLOYMENT

**SECTION 1: PERSONAL DETAILS**

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| **Candidate Number:**  (office use) |

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| **Position Applied For:** |

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| **FULL NAME** | **PRIVATE ADDRESS** |
| **Title:** |  |
| **Forename (s):** |  |
| **Surname:** |  |
| **Previous Surname:** | **Postcode:** |

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| **Home Telephone:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

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| **Current notice period:** |

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| **Where did you hear about the vacancy?** |

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| **Eligibility to work in the UK: To comply with legislation, all candidates must provide documentary evidence of**  **their right to work in the United Kingdom.**  Are you legally permitted to work in the United Kingdom?  Have you any limitations of which we should be aware in considering your application? |

**Samaritans is committed to the active promotion of equal opportunities in the recruitment and selection process and the training, promotion and employment of its staff.  
As part of the process of implementing the Equality & Diversity policy, we operate a monitoring system which provides data for the regular review of the Policy’s progress.**

**We would therefore appreciate it if you would answer the questions on page two of this form. This information will be treated as confidential. Please note pages 1-3 will be separated from your application form on receipt, before shortlisting of candidates takes place, so will not be seen by the shortlisting/interview panel.**

**Samaritans is aware of the sensitive nature of this information and will understand if you choose not to fully complete page two of this application form.**

**Please note that your application will receive exactly the same consideration, irrespective of your decision to complete page two of this application.**

**Please tick this box if you agree for the information provided on page two to be used for monitoring purposes during your employment if your application is successful.** 🞎

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| **EQUAL OPPORTUNITIES MONITORING FORM** | |
| **Gender:** (delete as appropriate) | Female/Male |
| **Date of Birth:** |  |
| **How do you define your sexual orientation:** (delete as appropriate) | Heterosexual / Bisexual / Gay Man / Gay Woman/Lesbian  Other - please state / Do not wish to disclose |
| DISABILITY | |
| **Do you consider yourself to have a disability / impairment covered by the Equality Act (2010)?**  Please delete as appropriate: Yes/No  ***The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities which has lasted or is likely to last for at least 12 months***  Is there anything we need to know in order to offer you a fair selection process at interview? If yes please give details:  Should you be successful in your appointment, please can you state below any specific arrangements that we would need to make in order to accommodate you? | |
| **ETHNICITY – Please tick** | |
| |  |  |  |  | | --- | --- | --- | --- | | Asian / Asian British - Bangladeshi |  | Mixed – Any Other Mixed Origin |  | | Asian / Asian British - Indian |  | Mixed – White & Asian |  | | Asian / Asian British - Pakistani |  | Mixed – White & Black African |  | | Asian / Asian British - other |  | Mixed – White & Black Caribbean |  | | Black / Black British - African |  | White – British |  | | Black / Black British - Caribbean |  | White – Irish |  | | Black / Black British - other |  | White – Other White background |  | | Chinese |  | Any other\* |  |   **\*Any other – Please state** | |

**RELIGIOUS BELIEFS (OPTIONAL)**

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| **Please indicate your religion or beliefs**  Christianity - Atheism - Buddhism - Sikhism - Hinduism - Judaism - Islam - Other (please state) |

**REFERENCES**

Please give the name and addresses of at least two persons who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. References should cover the current and preceding 5-year period.

Offer of employment will be subject to the receipt of at least 2 satisfactory references.

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| **Referee 1** | |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |
| |  |  | | --- | --- | | **Referee 2** |  | |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No.** |  |
| **Email Address:** |  |
|  |  |
| **Referee 3** |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |

May we seek references prior to interview? Yes/No

(Delete as appropriate)

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

By signing and returning this application form, I consent to Samaritans obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 3 months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct.

I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

Signed: ……………………………………………………. Dated: ……………………………...

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| **Candidate Number:** (office use) |

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| **Position Applied For:** | **Post Reference No:** |

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| **CURRENT OR LAST EMPLOYER** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |
| **PREVIOUS EMPLOYER 1** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 2** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 3** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
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| **EDUCATION AND TRAINING**  **Please note that offers of employment are subject to proof of all relevant qualifications** | | | | | |
| **Education** | **University/College/ School** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Professional Qualifications** | **University or College attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Training, please enter details of any relevant training not mentioned above** | **College, Training Body or Organisation and dates attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **OUTSIDE INTERESTS/HOBBIES** | | |
| **Please give details of hobbies and interests** | |  | | | |
| **VOLUNTEERING** | | |
| **Please give details of any volunteering activity that you currently undertake and who for** | |  | | | |

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| **PREVIOUS APPLICATIONS** | |
| **Have you applied for paid employment with Samaritans before? If so please enter details of the positions which you have applied for.** |  |
| **DATA PROTECTION** | |
| **It is our policy to retain details of all unsuccessful applicants for positions at Samaritans for six months from the date of the advertisement. If you do not wish us to retain your details in this way, please contact the Human Resources Department and we will dispose of your application form** | |

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| **SUPPORTING INFORMATION** |
| **This section must be completed or your application will have not met the job description or competencies for the post you are applying for.** |
| Please address each criteria of the job description (**Education & Qualifications and Skills, Knowledge & Experience**), in order, ensuring that you give relevant examples of how you meet each criteria/competency.(please use additional sheet where necessary) |