**Catalyst**

**APPLICATION FORM**

Please complete and return to the enquiries@catalyststockton.org

Please do **NOT** send CVs

**1 POST APPLIED FOR**

**2 PERSONAL DETAILS**

Title:

Surname:

Forenames:

Address:

Post Code: Tel No:

Mobile telephone no:

Email address:

.

**3 ACADEMIC QUALIFICATIONS & TRAINING**

|  |  |  |
| --- | --- | --- |
| **Qualification obtained** | **Type and level**  | **Date obtained** |
|  |  |  |

**4 ACCREDITED AND NON-ACCREDITED COURSES AND FURTHER TRAINING**

|  |  |
| --- | --- |
| **Details** | **Date** |
|  |  |

**5 MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of Body/Qualification** | **Class/Grade of Membership** |
|  |  |

**6 REFERENCES**

Please give the names and addresses of two referees (where applicable one of these should be your current or last employer, if not currently employed)

|  |  |
| --- | --- |
|  |  |

**7 PRESENT OR LAST EMPLOYER**

|  |
| --- |
| **Name and address of employer:** **Main duties and responsibilities:**  |

**8 PREVIOUS EMPLOYMENT**

Please list all employment including unpaid and voluntary work (most recent first)

|  |  |  |
| --- | --- | --- |
| **Dates employed** | **Employer name and address** | **Position held and duties** |
|  |  |  |  |

**9 STATEMENT IN SUPPORT OF THE APPLICATION**

|  |
| --- |
| .Please provide a detailed statement of the skills, knowledge and experience that make you suitable for this job. * You must refer specifically to Catalyst’s requirements for the post as identified in the Person Specification, **using examples.**

**Applications which do not clearly demonstrate meeting the criteria in the statement below will not be shortlisted.** (Please continue, on a separate sheet if required.) |

**10 SUPPORTING INFORMATION**

**a)** Are you subject to any current or outstanding disciplinary actions

 or legal proceedings? **NO**

If yes please give details below

|  |
| --- |
|  |

**b)** Are there any restrictions on you taking up employment in the UK **NO**

If yes please give details below

|  |
| --- |
|  |

**c)** This post may be subject to an enhanced disclosure by the Criminal Records Bureau. Having a criminal record does not automatically prevent you from being considered for a post. Our short-listing process will focus on your abilities, skills, experience and qualifications and any convictions will be considered only in relation to their relevance to the post and risk imposed.

**Please state any criminal convictions except those spent under the Rehabilitation of Offenders Act 1974.**

**IF NONE, PLEASE STATE**

|  |
| --- |
|  |

**11 EQUAL OPPORTUNITIES**

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| --- |
| Catalyst supports Equal Opportunities EmploymentDo you have any specific requirements to enable you to fully participate in the recruitment process? If YES, please provide details: |

**12 DATA PROTECTION INFORMATION**

|  |
| --- |
| The personal information supplied by you on this application form will be used only to consider your application for employment with Catalyst.In accordance with the Data Protection Act, the information you supply on the Equal Opportunities Monitoring Information Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants.The information you supply will be retained only as long as necessary for the purpose of recruitment and monitoring. |

**13 DECLARATION**

|  |
| --- |
| I confirm that, to the best of my knowledge, the information I have given is full, accurate and complete and I understand that if I provide false information or deliberately omit relevant information this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment or by dismissal without notice if I have been appointed. **Signature:****Date:**  |

**Catalyst**

**EQUAL OPPORTUNITIES MONORING INFORMATION**

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy. It will be separated from the application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment.

Completion of this section of the application form will help us to ensure equality of opportunity. Please note: **This information forms no part of the recruitment process. It will be detached from your application on receipt.**

**Position applied for:**

**Programme Manager: Volunteering and Equalities**

**Gender:**  Male Female Non-binary

**Disability** (Please tick as appropriate**)**

**Please note:** The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. People who have a disability and people who have had a disability but no longer have one are covered by the Act.

Do you consider yourself to have a disability? Yes No

Are you registered disabled Yes No

**I would describe my race or ethnic origin as** (please tick as appropriate)

White British White Irish White Other

Black African Black British Black Caribbean

Black Other Indian Bangladeshi

Pakistani Chinese Other ethnic group

Prefer not to say**:**

**Sexual Orientation** (Please tick as appropriate)

Bisexual Gay/lesbian

Heterosexual Prefer not to say

**Religious Belief/Faith** (Please tick as appropriate)

Buddhist Christian Hindu

Jewish Muslim Sikh

None Other (please state

Prefer not to say

**How did you hear of this vacancy?** (Please tick as appropriate**)**

Advert in press Website Job Centre

(Please specify which) (Please specify which)

Other Catalyst Bulletin

(please specify)

Thank you for completing this.