**EMPLOYMENT APPLICATION FORM**

Lighthouse Futures Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are committed to a policy of equality of opportunity for all and encourage applications regardless of age, disability, gender, race, religion, beliefs or sexual orientation.

Please complete the form in black ink (if posting) or complete and return by email by the deadline. Please note we do not accept CV’s. When typing, the boxes will expand. If you are completing by hand, please do attach further information if there is not enough space in the boxes.

|  |  |
| --- | --- |
| Job Title of post you are applying for | Marketing and Events Co-ordinator |

**PART 1 – APPLICATION. This information will be used for shortlisting**

|  |  |
| --- | --- |
| First Name  | Surname  |

1. **Current/most recent employment**

|  |  |
| --- | --- |
| Name, address and telephone number of employer  |   |
| Job Title  |   |
| Start Date  |   |
| Current Salary  |   |
| Notice Period  |   |
| Reason for leaving |   |
| Please use this space to summarise your key duties and responsibilities.  |

1. **Previous Employment**

|  |  |  |
| --- | --- | --- |
| Previous Employer (Name, Town/City) | Job Title/Position | Start /finish date |
|   |   |   |
|   |   |   |
|   |   |   |
|  |   |   |

1. **Education / Qualifications (please add further rows if required)**

|  |  |  |
| --- | --- | --- |
| Name of School/College/University  | Qualifications gained  | Course dates (from and to) |
|  |   |   |
|  |   |  |
|  |  |  |

1. **Professional Courses and Qualifications**

***Please list any relevant courses attended. Please also include details of any relevant qualifications / experience you have of providing any careers education, information advice or guidance.***

|  |  |  |
| --- | --- | --- |
| Organising Body | Subject | Date achieved |
|  |  |  |
|  |  |  |
|   |   |  |

**Membership of professional bodies (if applicable)**

|  |  |
| --- | --- |
| Professional organisation name | Membership dates  |
|  |  |
|  |  |

1. **Relevant skills and experience**

***Please read the Job Description and Person Specification carefully. Use this space to detail how your skills and experience (paid and/or voluntary) make you suited for the role for which you are applying. Please limit this to no more than 2 pages of A4.***

|  |
| --- |
|  |

**PART 2: PERSONAL INFORMATION**

This information will not be provided to the shortlisting panel, it will be used for monitoring purposes only.

|  |  |
| --- | --- |
| Surname / Family Name |  |
| All forenames |  |
| Title |  |
| Current Home Address |  |
| Post Code |  |
| Home Tel Number |  |
| Mobile Number |  |
| Date of Birth |  |
| Email Address |  |
| Are you eligible to work in the UK? |  |
| National Insurance Number |  |
| Are you eligible to work with children and vulnerable adults |  |
| If No, please provide details  |
| Are you subject to any legal restrictions in respect of your employment in the UK. |   |
| If Yes, please provide details  |
| Do you have a current full driving license? |  |
| Are you related to a member of staff at the college? |  |
| If Yes, please provide details  |

**Applicants with Disabilities**

We are proud to be Disability Confident employers. This means that it is our policy to interview all people with disabilities who meet the essential shortlisting requirements of the post, as detailed in the Job Description and Personal Specification. If you need further information or clarification about any requirements for the job, please contact us.

|  |  |
| --- | --- |
| Do you have any special requirements if you are invited for interview?  |  |
| If Yes, please provide details  |

**Ethnic Group**

Please complete the grid below which will allow us to monitor our application to ensure our recruitment processes meet our equality and diversity policy guidelines. You do not have to complete this section if you don’t want to.

|  |  |
| --- | --- |
| Please select the relevant box |  |[ ]
| WHITE | British |[ ]
|  | English |[ ]
|  | Welsh |[ ]
|  | Irish |[ ]
|  | Other white background |[ ]
| MIXED | White and Black Caribbean |[ ]
|  | White and Black African |[ ]
|  | White and Asian |[ ]
|  | Other mixed background |[ ]
| ASIAN OR ASIAN BRITISH  | Indian |[ ]
|  | Pakistani |[ ]
|  | Bangladeshi |[ ]
|  | Other Asian background |[ ]
| BLACK OR BLACK BRITISH | Caribbean |[ ]
|  | African |[ ]
|  | Other Black Background |[ ]
| CHINESE | Chinese |[ ]
| OTHER ETHNIC GROUP | Black British |[ ]
| NOT STATED  |  |[ ]

**References**

Please give details of two people who have agreed to provide you with a reference. Where possible, the first referee should be your current or most recent employer. We do not normally accept references from relatives or people who are writing solely in the capacity of being a friend.

|  |  |
| --- | --- |
| Full Name |  |
| Address  |  |
| Company/organisation  |  |
| Telephone Number |  |
| Email |  |
| Your relationship to your referee |  |
| May we contact prior to interview? | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| Full Name |  |
| Address  |  |
| Company/organisation  |  |
| Telephone Number |  |
| Email |  |
| Your relationship to your referee |  |
| May we contact prior to interview? | Yes [ ]  No [ ]  |

**Self-disclosure**

All eligible posts in England involving working with vulnerable groups, including children and young people, will require an enhanced Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background of your offences.

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 (Amended) 2013? See [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Yes [ ]  No [ ]

If the answer is yes, please provide further information

|  |
| --- |
|  |

**Data Protection**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information collected will be used to process their application. For unsuccessful candidates, we will dispose of this information within 8 weeks of the closing date. For successful candidates, we will create personnel files, which will include this application form. These will be kept secure and will be retained for a period of up to 6 years prior to disposal. We will inform candidates in advance if we need to disclose information to trustees, Occupational Health, Pension/payroll/ personnel advisors and relevant statutory bodies. You should note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

**Medical Questionnaire**

Candidates recommend for appointment will be required to complete a confidential pre-employment medical questionnaire and, depending on the information provided, may be required to undergo a medical examination.

**Declaration**

I hereby declare that, to the best of my knowledge, the information contained in this form is true and correct. (For candidates who are submitting the form electronically, we will accept a typed name instead of a signature below).

Signature of applicant ……………………………………………………………………. Date ………………

Once completed, please return to: sarahw@lighthousefuturestrust.org.uk or post to Lighthouse Futures Trust, Carlton House, 3-5 Alma Road, Leeds LS6 2AH.