



Application Form

Please complete and return to HR@barnsleycvs.org.uk or alternatively HR department, Barnsley CVS, 23 Queens Road, Barnsley, S71 1AN. If you are returning by post, please note that the application must still reach us by the closing date.

DO NOT ENCLOSE OR ATTACH DOCUMENTS OTHER THAN CONTINUATION SHEETS.

I understand that all personal data completed in this application is taken in line with GDPR, I have read and understood Barnsley CVS's Recruitment Privacy Notice and in signing this form agree for my information to be used in accordance with this.

APPLICATION FOR THE POST OF:	
Closing date for application:	
SURNAME (Capitals)	
FORENAME(S) in full	
ADDRESS	
TELEPHONE NO.	
MOBILE NO.	
E MAIL ADDRESS	
NATIONAL INSURANCE NUMBER	
I confirm that I am eligible to work in the UK	

DO YOU WISH TO BE CONSIDERED FOR JOB SHARE?	YES / NO	It is our policy not to discriminate against people with criminal convictions unless these are relevant to the post. If you answer Yes to this, you will be questioned about it before any offer of employment.
DO YOU HAVE UNEXPIRED CRIMINAL CONVICTIONS?	YES / NO	
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY	YES / NO	
<i>We are positive about employing disabled people and we may need to make appropriate adjustments.</i>		

About your current/last position (Paid/Unpaid)

Name & address of current/last employer:	
Title of post:	
Date appointed:	
Date finished (if last employer):	
Salary:	
Reason for leaving:	
Notice Period:	
Briefly outline your responsibilities:	

EMPLOYMENT RECORD - Please provide details of previous positions (including voluntary work where applicable), please cover at least 5 years. Use additional pages if necessary.

Employer	Position and brief description	Reason for leaving	From/To

EDUCATION, TRAINING AND SKILLS - Please give details of any qualifications achieved, training courses attended or skills obtained which are relevant to the job together with dates. This can range from in house training courses, to GCSE's to degrees and online courses/days attended e.g. Eventbrite or anything that you consider relevant to the position. Please use additional sheets if needed.

Training	Dates/duration	Qualification (if relevant)

We would like to know more about you, please tell us what you enjoy doing and any other interests.

We would really love to know why you are interested in working for the Barnsley Community and Voluntary Services. Please detail why you think you are suitable for the job, giving clear and concise examples of how you meet each of the requirements detailed in the Person Specification. You can format this in bullet points or headed paragraphs (completing this is key to shortlisting).

Please use additional sheets if necessary. Please note the question on the additional sheet(s).

Names and Addresses of **two Referees**, one of whom should be your most recent Employer and the second someone who has known you for at least one year.

	First reference	Second reference
Name		
Address		
Email		
Capacity in which known		
Length of time known		
Can we take up reference before interview	YES / NO	YES / NO

STATEMENT:

The information on this form is true and correct to the best of my knowledge and I accept that any false statements of omissions may lead to my being dismissed, if appointed to the post. I believe the information I have supplied to be correct. I have not knowingly withheld any significant information.

Signed:	
Date:	

For the purposes of monitoring the effectiveness of our recruitment campaigns can you please state where you saw or heard about this vacancy.	
---	--

EQUAL OPPORTUNITIES MONITORING

Barnsley CVS is committed to providing equality of opportunity for all and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic origin, marital status, age, sexuality, religious belief or disability. In order to ensure the effectiveness of our policy and to meet legal requirements, we monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the characteristics listed below. All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process. Barnsley CVS will store the data confidentially and for the production of de-personalised statistics.

Gender:	Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Disability: The Equality Act defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities.	
Taking the above information into account, do you consider yourself to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
If 'Yes' please provide details	
Please indicate any arrangements which would facilitate a more comfortable interview if you are short listed.	
Ethnic origin: Tick one box from the section below to indicate your ethnic group. The categories are as recommended by the Equality and Human Rights Commission. Prefer not to say <input type="checkbox"/>	
White British <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Any other white background <input type="checkbox"/> Please provide details:	
Mixed White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background <input type="checkbox"/> Please provide details:	
Asian, Asian British, Asian English, Asian Scottish or Asian Welsh Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Please provide details:	
Black, Black British, Black English, Black Scottish or Black Welsh Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Please provide details:	
Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group Chinese <input type="checkbox"/> Any other ethnic background <input type="checkbox"/> Please provide details:	