

Confidential

Thank you for your interest in J.U.S.T Please use a font in black.

Application for the post of:	Closing date (J.U.S.T use):	Job reference no (if known):
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Personal

Title:	First name(s):	Last name:
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Address:	Home	
	Telephone:	Mobile:
	Textphone:	Email:
	Work	
	Telephone:	Mobile:
	Textphone:	Email:
We may need to contact you during office hours (with discretion)		

Education, qualifications and training

Include qualifications obtained and any other training courses attended.

Education, qualifications and training	Dates

Professional Membership

Please give details (if applicable)
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Employment history

Current or most recent employment

Employer:

Job title:

From (month, year):
To (month, year):

Salary and benefits:

Summary of duties:

Reason for leaving:

Previous employment

Dates	Job title with a brief explanation of duties	Employer

Experience, skills and knowledge

This is an important part of the application. Please read the person specification and guidance notes before completing this section. You should show how you meet each requirement of the person specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere.

No.	Experience, skills and knowledge

References

Please give details of two referees who are able to comment on your work ability. One referee should be your current, or most recent, employer. References must cover the last three years of employment.

Name:	Name:
Employer's name and address:	Employer's name and address:
Postcode:	Postcode:
Tel/Textphone:	Tel/Textphone:
Email:	Email:

Relationship of Referee to you:	Relationship of Referee to you:
May we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Disability Discrimination Act 1995 (DDA)

Do you have a disability that might affect your ability to do this job if appointed? Yes No

Do you require any special arrangements if asked to interview to ensure you receive a fair interview, for example a sign language interpreter, lipspeaker, speech-to-text operator, audio transcription, wheelchair-accessible interview room etc...

Would you require any reasonable adjustments to be made if you were appointed to this position? Yes No

If yes, please describe briefly what these adjustments would be:

Criminal records / convictions

Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a post. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. However, certain posts in J.U.S.T are exempt from the terms of the Rehabilitation of Offenders Act 1974, and for these you are required to disclose all criminal convictions, including those which are 'spent'. The person specification will tell you if this applies to the post. Offers of employment to these posts will be subject to satisfactory checks for criminal records, protection of vulnerable adults (POVA) and protection of children acts (POCA) with the Criminal Records Bureau before the appointment is confirmed. These checks will request details of cautions, reprimands or final warnings, plus any convictions and will check if you are on the POVA and POCA lists.

Do you have any Criminal Convictions you need to disclose? Yes No

If "yes", declare convictions in a sealed envelope marked 'HR Advisor, Private and Confidential, Addressee Only'.

Finally

If you are not a member of the European Community, do you require a work permit?

Yes No

If you were appointed, when would you be able to take up the post?

Where did you see the post advertised?

For monitoring purposes, please complete the attached equal opportunities form and return it to us. Appointments are based on acceptable references and may also include a satisfactory medical report from a medical practitioner appointed by J.U.S.T. Applicants selected for interview will be informed within four weeks of the closing date. If you have not heard from us within this time, it will be because we have decided not to take your application any further. If you would like us to acknowledge your application, please enclose a stamped addressed envelope.

I confirm that the information on this form is correct, even if submitted electronically without signature. I understand that false or misleading information or failure to disclose a conviction as defined above, may lead to dismissal. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

Signed	Date
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Please return this form to the HR directorate at the address shown below:

J.U.S.T Maxet House, Liverpool Road, Luton, Beds, LU1 1RS

Tel: +44 (0) 8432 894 337 | Fax: +44 (0) 8432 894 337 Web: www.justcommunity.org.uk
Email: info@justcommunity.org.uk

J.U.S.T promotes equal opportunities

Equal opportunities policy in recruitment and selection

Our recruitment processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the job for which they have applied. No job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the job. The only requirement for selection is the suitability of the applicant for the post. We are committed to ensuring that every applicant applying for a post within J.U.S.T is treated fairly.

Monitoring

The Equal Opportunities Commission, the Commission for Racial Equality, the Disability Rights Commission and the Northern Ireland Fair Employment Commission strongly recommend that monitoring is carried out effectively and we fully support this. HR will treat the following information as confidential and we would appreciate your co-operation in helping us monitor the effectiveness of our equal opportunities policy. Your application will not be affected by the information provided and will be separated from your application form on receipt. Answering the questions below is voluntary*, but your co-operation would be of great value.

*With the exception of applicants in Northern Ireland, as required by the Fair Employment and Treatment Order 1998 (see overleaf).

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Where did you hear about the vacancy?

- Newspaper – please state title:
- J.U.S.T website Enquired at office
- Jobsincharities website Word of mouth
- Other – please state:

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- Male Female

Marital status:

- Single Married/
Civil Partner Separated
- Widowed Divorced Other

Do you consider yourself to have a disability?* Yes No

If yes, please provide further details:

*The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment, which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

Age group

- 18-29 40-49 60-65
- 30-39 50-59 66+

What is your ethnic group?

Grouping is based on the categories used in the census in England & Wales in 2001. Choose 1 section from (a) to (f) then tick the appropriate box to indicate your cultural background.

a) White

- British
- Irish
- Scottish
- Welsh
- Any other White background
(Please specify):

b) Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background
(Please specify):

b) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
(Please specify):

d) Black or Black British

- Caribbean
- African
- Any other Black background
(Please specify):

c) Chinese

- Chinese
- Any other Chinese background
(Please specify):

f) Any other background

(Please specify):

Sexuality

- Lesbian
- Bisexual
- I do not wish to disclose my sexual orientation
- Gay
- Heterosexual

Religious/Belief

- Atheism
 - Christianity
 - Islam
 - Judaism
 - Other
 - Buddhism
 - Hinduism
 - Jainism
 - Sikhism
 - I do not wish to disclose my religion/belief
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Northern Ireland vacancies only

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are asking you to indicate your community background by ticking the appropriate box below. If no box is ticked, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on the application form. Please note that it is a criminal offence under the legislation for a person to give false information in connection with the preparation of the monitoring form.

- I am a member of the Protestant community
- I am a member of the Roman Catholic community
- I am a member of neither the Protestant nor the Roman Catholic community

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