**King’s Lynn Winter Night Shelter**

**Application Form**

King’s Lynn Winter Night Shelter is an equal opportunities organisation. In inviting you to provide details of your background and experience, we would like to assure you that your replies will be treated as confidential. King’s Lynn Winter Night Shelter intends to ensure that no applicant should receive less favourable treatment than another on grounds of their gender, marital status, racial origin, disability, sexual orientation or political or religious beliefs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For** | |  | |
| **Section 1 Personal details** | | | |
| **Surname** |  | | |
| **Forenames** |  | | |
| **Address** |  | | |
| **Post code** |  | | |
| **Telephone** | Home: | | Mobile: |
| Can we contact you at work?  Y/N | | Work: |
| **Email:** |  | | |
| **Under the Asylum and Immigration Act 1996 we ask if you are eligible to work in the UK?** | | | Yes / No |
| **NI number** |  | | |
| **Are you related to any staff or trustee member?**  **(If yes, give details)** | | | Y/N |
| **Where did you see this post advertised?** | | |  |
| **Do you hold a full UK driving licence?** | | | Y/N |

**Section 2**

**References**

Please give the names of two referees (not friends or relatives) who are knowledgeable about you in a work context, the first of whom should be your current or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1** |  | **Reference 2** |  |
| Name |  | Name |  |
| Company |  | Company |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone No |  | Telephone No |  |
| Email |  | Email |  |
| Relationship/  Occupation |  | Relationship/  Occupation |  |
| Can we contact before interview | Y/N | Can we contact before interview | Y/N |

**Section 3**

**Current or Most Recent Employment**

|  |  |
| --- | --- |
| Employer’s name |  |
| Address |  |
| Job title |  |
| From (month/year) | To (month/year) |
| Brief description of duties: | |
| Reason for leaving? |  |
| How much notice are you required to give? |  |

**Section 4  
Previous Employment –** please explain any gaps in employment and continue on a separate sheet if needed.

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| --- | --- | --- |
| **Employer’s name** |  | |
| Address |  | |
| Job title |  | |
| From (month/year) | | To (month/year) |
| Brief description of duties: | | |
| Reason for leaving? |  | |
|  |  | |
| **Employer’s name** |  | |
| Address |  | |
| Job title |  | |
| From (month/year) | | To (month/year) |
| Brief description of duties: | | |
| Reason for leaving? |  | |
|  |  | |
| **Employer’s name** |  | |
| Address |  | |
| Job title |  | |
| From (month/year) | | To (month/year) |
| Brief description of duties: | | |
| Reason for leaving? |  | |

**Section 5**

**Education & Qualifications -** Please continue on a separate sheet if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification obtained** | **Date** | **Awarding Body** | **Brief Details** |
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**Section 6**

**Relevant Training Undertaken -** Please continue on a separate sheet if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Date** | **Organisation** | **Brief details** |
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**Section 7**

Please set out below using the person specification for guidance, the skills, experience and attributes that make you suitable for this position and what you think you can bring to this job.

Please continue on a separate sheet if necessary (maximum of two sides of A4).

**Section 8**

**Please use this space to tell us about your personal interests / hobbies**

**Section 9DECLARATION**

**Declaration and Data Protection**

By signing and/or returning this application form, I confirm that the information supplied both by me and third parties, such as referees, to The King’s Lynn Winter Night Shelter for the purposes or recruitment may be retained in a confidential file for a maximum period of six months and disposed of thereafter.

I declare that, to the best of my knowledge and belief, the information provided is correct and agree they should form the basis of any future employment. I understand that should any information on this application form be found to be false and/or that I have withheld relevant details, my application may be rejected or if appointed I may be dismissed.

DATA PROTECTION: The King’s Lynn Winter Night Shelter undertakes to respect the privacy of the individual and has implemented strict procedures to protect the individual’s rights under the Data Protection Act 1998. By submitting this application, you consent to The King’s Lynn Winter Night Shelter holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering The King’s Lynn Winter Night Shelter’s business. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return via email marked **CONFIDENTIAL** to:

Kevan Crane [cornerstoneklbcoffice@gmail.com](mailto:cornerstoneklbcoffice@gmail.com)  **or by post to:**

Kevan CraneCornerstone KLBC, Wisbech Road, King's Lynn, PE30 5JS. 01553 763015

Application is fine. Can you just change email from mine to [cornerstoneklbcoffice@gmail.com](mailto:cornerstoneklbcoffice@gmail.com)

Thanks

Kev

Kind Regards

Kev

Revd Kevan Crane

Pastor

King`s Lynn Baptist Church

Mob: 07748986982

[kevanklbc@gmail.com](mailto:kevanklbc@gmail.com)

**Section 10**

**The King’s Lynn Winter Night Shelter Equality and Diversity Monitoring**

You are not obliged to answer the questions on this page. This information will be kept and used for the monitoring of the diversity of The King’s Lynn Winter Night Shelter staff and applicants only. This information is treated in strict confidence and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory. Monitoring forms are separated from application forms.

**How would you describe your Ethnic Origin? (Please tick relevant category)**

|  |  |  |
| --- | --- | --- |
| White: British | White: Irish | White: Other |
| Mixed: White & Black Caribbean | Mixed: White & Black African | Mixed: White & Asian |
| Mixed: Other | Asian / Asian British:  Indian | Asian / Asian British: Pakistani |
| Asian / Asian British: Bangladeshi | Asian / Asian British:  Other | Black / Black British: Caribbean |
| Black / Black British:  African | Black / Black British:  Other | Chinese |
| Other | Prefer not to say |  |

**Post applied for:**

**Gender - Are you:**

(Please tick)

|  |  |
| --- | --- |
| Male |  |
| Female |  |

**Disability**

Do you consider yourself disabled as defined under the Equality Act 2012?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If yes, please provide details below:

Under the Guaranteed Interview Scheme, any disabled person who meets the minimum criteria of the person specification will be shortlisted for interview. In such an event, you will be contacted to confirm any additional arrangements which may be required for you to attend.

**Where did you see/hear about this vacancy?**

**Section 11**

**Rehabilitation of Offenders Act 1974**

The nature of this post means that it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, no convictions may be considered as 'spent'. The duties of the job also make the appointment subject to a check of police records. Consequently, all applicants must state whether they have any convictions, cautions or bind over that will show in a police check. Any information given will be treated in complete confidence. Any failure to declare any convictions, cautions or bind over that subsequently come to light will lead to the withdrawal of any offer of employment or to disciplinary action which may lead to dismissal.

I have read and understood this statement about convictions etc. and agree to enquiries being made of the Disclosure Barring Service (DBS) to apply for Enhanced Disclosure.

Have you ever been convicted of a criminal offense?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If yes, please give details including dates and sentences, if applicable below, and enclose this page in a **sealed envelope marked ‘Private and Confidential’ for the attention of the Chief Executive.**

|  |  |  |
| --- | --- | --- |
| Conviction | Dates | Sentence (please indicate whether this is current or spent) |
|  |  |  |
|  |  |  |
|  |  |  |

Are you currently on a Probation Order or in contact with a Probation Officer or other professional in relation to your conviction?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

It would be helpful if you could give us further details on any convictions(s) recorded above. Please continue on a separate sheet if necessary. (Please use A4 paper and write on one side only.)

***Notes***

Curriculum Vitae (CV) will not normally be accepted. You must complete an application form addressing all criteria. This is to comply with our Equal Opportunities procedures.

Applicants must be eligible for employment in the UK when seeking appointment with King’s Lynn Winter Night Shelter.

**SMOKING**: King’s Lynn Winter Night Shelter operates a restricted smoking policy. Staff and guests may smoke in designated areas only.

**We regret that it is not possible for us to acknowledge each application individually. If you do not hear from us by the date shown on the application letter, please assume that you have not been shortlisted on this occasion.**