

Please carefully complete the Application Form and Equal Opportunities Monitoring Form and return it before the closing date to:

Azure Charitable Enterprises  
Personnel Department  
Kielder Avenue, Beacon Lane  
Cramlington  
Northumberland  
NE23 8JT

The information contained on the application form will be used to shortlist. Any information provided on CVs will not be considered.

Upon receipt the Application Form will be passed to the person(s) responsible for selection. The Equal Opportunities Monitoring Form is separated and held in confidence to assist SHAW monitor its compliance with Equal Opportunities legislation. Your co-operation is appreciated.

As a Disability Symbol user, we are showing our positive attitude towards disability. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job. Remember, if you have a disability and choose not to disclose it, we cannot guarantee you an interview.

Applicant(s) will be subject to a Disclosure check by the CRB in the event of a position being offered, refer to the procedure/policy statement on the Recruitment of Ex-offenders.

We trust that you will understand this Charity's needs to keep administration costs to a minimum, therefore if you do not hear from us in due course you should assume that your application has not been successful on this occasion.

Thank you for your interest in Azure, we look forward to receiving your application.

If you have Adobe Acrobat version 6 then you can use the Document Reader to read this document to you through your head phones or speakers.

# APPLICATION FOR EMPLOYMENT

Feel free to use continuation sheets if necessary.  
All information provided will be treated in strict confidence.  
This form is available in alternative formats upon request.



**POSITION APPLIED FOR:** ..... **Ref: v** .....  
Notice required to be given to current employer: .....

## PERSONAL DATA

Surname (or family name): ..... Initial(s): .....

Address: ..... Town/City: .....

County: ..... Postcode: .....

Telephone numbers: (home) ..... (mobile) .....

(work) ..... May we contact you at work?

Car owner? ..... Full/current manual driving licence? .....

Endorsements/driving offences? ..... If yes, please provide details below:

Is your right to work subject to a Work Permit?

If yes, please provide permit details/limitations below:

General state of health? (candidates will be required to complete a standard health questionnaire prior to confirmation of appointment):

Have you ever previously worked for Azure?

If yes, please provide full details: .....

Have you ever previously applied for a position with Azure (formerly SHAW Project)?

If yes, please provide full details: .....

Do you know anyone who works for or is supported by Azure?

If yes: name: ..... relationship: .....

name: ..... relationship: .....

Why are you considering a change in employment now?

.....  
.....

**EMPLOYMENT RECORD**

- 1) Start with present or most recent position and work backwards through your career - indicate reasons for any gaps in employment.
- 2) If available supporting job descriptions/other details will assist.
- 3) Under 'Salary' detail separately, if applicable, any other benefits.

From (mm/yy)	To	Employer's name, address and nature of business	Position(s) held	Responsibilities/activities (please be explicit)	Current/final salary £	Reason for leaving

## EDUCATION AND TRAINING

Please list in chronological order, schools, colleges, universities and other places of education and training you have attended since the age of 11. Details of any significant and relevant courses taken should be included.

School/college/university/other body (name/location)	Dates		Details of qualifications gained (state subjects/grades as appropriate)
	From	To	

## OTHER RELEVANT SKILLS (include membership of professional bodies)

## FURTHER INFORMATION

Please set out relevant details relating to your experience and suitability for the position. Highlight your main strengths and your personal aims. Click below to add text.

Have you ever been dismissed from any previous employment? .....

If yes, please give details:

.....

Please detail any holiday commitments:

.....

**REFERENCES** Please give the names, addresses and telephone numbers of **TWO** referees. One must be your current employer, or your last employer if you are currently out of work.

**Employment referee**

Name:
Position:
Relationship:
Address:
Postcode:
Telephone number:
May we contact prior to interview?

**Character referee or 2<sup>nd</sup> employment referee**

Name:
Relationship:
Address:
Postcode:
Telephone number:
May we contact prior to interview?

**CRIMINAL CONVICTIONS**

The position for which you are applying is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. It is therefore necessary for you to disclose any criminal convictions, even if they would otherwise be regarded as "spent". Any information will be taken into consideration and will not automatically prevent your application from proceeding. If you are appointed, failure to disclose any criminal conviction (and any cautions, reprimands and/or warnings below) could lead to termination of employment.

Have you been convicted of any criminal offence at any time? If no then please write below **"I have no convictions"**. If yes please give details of the conviction(s) and the date(s).

.....

**POLICE CAUTIONS**

Do you have any cautions, reprimands or final warnings? .....

If yes, please provide details and the date(s):

.....

**DECLARATION**

By submitting this form you agree that the above particulars are correct and can be treated as part of any subsequent contract of employment. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details. This document needs to be printed and signed below by the applicant.

Signed: ..... Date: .....

# EQUAL OPPORTUNITIES MONITORING FORM

Data gathered on this form is used only to assist Azure in monitoring its compliance with the letter and spirit of equal opportunities legislation and good practice.



All job applications will be considered on their merits.

The information is strictly confidential and will not be seen by anyone involved in the selection process.

Official use only:

**POSITION APPLIED FOR:** .....

**Vacancy ref no(s):** .....

**Applicant No:** .....

I1 ..... I2 ..... JO ..... A / D

**FULL NAME:** ..... (include all forenames)

Postcode: .....

Gender: ..... Title: ..... Other: ..... Date of Birth: .....

**MARITAL STATUS** Please tick as appropriate. I am:

Single:  Separated:  Widow/Widower:

Married:  Divorced:

**ETHNIC ORIGIN** Please tick as appropriate. I would describe my ethnic origin as:

Bangladeshi:  Black other:  Pakistani:

Black African:  Chinese:  White:

Black Caribbean:  Indian:  Other:

If other, please specify: .....

**DISABILITY/HEALTH**

Subject to the provisions of Schedule 1 of the Disability Discrimination Act (1995), a person has a disability for the purposes of this Act if: **he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.**

Do you have a disability as defined by the above Act? .....

If yes, what additional support might you require to undertake the position for which you have applied?

.....

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To help us monitor our recruitment methods, please state where you saw this vacancy advertised:

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