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
Or s

Or save this form and email to: vacancies@azure-charitable.co.uk

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 Azure 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 or later then you can use the Document Reader to read this document to you through your head phones or speakers.

If you have Adobe Acrobat 9 or later then you will be able save any changes made to this form. A newer version of Adobe Acrobat can be downloaded free from the Adobe website.

APPLICATION FOR EMPLOYMENT

Please use block capitals to complete (in blue or black ink). 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:
Recruitment monitoring To assist us monitor our recruitment methods please state where you saw this vacancy Thank you
PERSONAL DATA
Surname/family name: Initial(s):
Address (including postcode):
E/mail address Mobile
Work telephone number May we contact you at work? YES / NO
Car owner? YES / NO Full/current UK manual driving licence? YES / NO or EC/EEA licence
Any endorsements/driving offences? YES / NO
If yes, please provide full details:
Is your right to work subject to a Work Permit? YES / NO
If yes, please provide permit details/limitations:
Leisure time activities/interests:
Have you ever previously worked for Azure? YES / NO
If yes, please provide full details:
Have you ever previously applied for a position with Azure)? YES / NO
If yes, please provide full details:
Do you know anyone who works for or is supported by Azure? YES / NO
If yes: name: relationship:
name: relationship:
Why are you considering a change in employment now?

EMPL	.OY	MENT	ΓREC	ORD
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- 1) Start with present or most recent position and work backwards through your career you must 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 To	Employer's name, address	Position(s)	Responsibilities/activities	Current/final	Reason for leaving
(month & year)	and nature of business	held	(please be explicit)	salary	

EDUCATION AND TRAINING

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

School/college/university/ other body	From mm/yy	To mm/yy	Qualifications gained

OTHER RELEVANT SKILLS (include membership of professional bodies)
FURTHER INFORMATION
Please set out relevant details to your experience and suitability for the position. Highlight
your main strengths and your personal aims. If necessary, continue on a separate sheet.
DISMISSAL(S) Have you ever been dismissed from any previous employment? YES / NO

If yes, please provide full details:

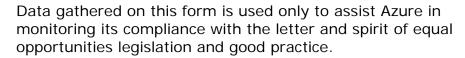
HOLIDAYS Please detail any commitments:				
REFERENCES Please give the names, addresses and telephone	e numbers of TWO referees. One must be your			
current employer, or your last employer if you a				
Employment referee	Character or 2nd employment referee			
Name:	Name:			
Position:				
Relationship:	Relationship:			
Address:	Address:			
E/mail address:	E/mail address:			
Telephone number:	Telephone number:			
'	·			
May we contact prior to interview? YES / NO	May we contact prior to interview? YES / NO			
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. It you are appointed, failure to disclose any criminal conviction could lead to termination of your employment.				
Have you been convicted of any criminal offence at any time? YES / NO If no then please write below "I have no convictions". If yes please give details of the conviction(s)/date(s).				
POLICE CAUTIONS				
Do you have any cautions, reprimands or final warnings? YES / NO				
If yes, please provide details and the date(s):				
DECLARATION				
I certify that the above particulars and other infinite be treated as part of any subsequent contract of application may be rejected and/or that I may be withheld relevant details.	of employment. I understand that my			
Signed:	Date:			

DBS Do you currently subscribe to the Disclosure & Barring Services' on line subscription

service?

YES / NO

EQUAL OPPORTUNITIES MONITORING FORM





All job applications will be considered on their merits. The information is strictly confidential and will <u>not</u> be seen by anyone involved in the selection process.

VACANCY:Vacancy ref no: V					
FULL NAME (include all forenames): Date of Birth: / Postcode: Gender: Title: Dr / Mr / Ms / Miss / Mrs / Other:					
ETHNIC ORIGIN Ple	ease chose one/tick as appreathnic origin as:	ropriate.			
A White ☐ British	□ Irish	☐ Any other			
B Mixed □ White & Black Caribbean □ White & Black African □ White & Asian □ Any other					
C Asian or Asian Brit ☐ Indian	t ish □ Pakistani	□ Bangladeshi	☐ Any other		
D Black or Black Brit ☐ Caribbean	t ish □ African	☐ Any other			
D Chinese or other ethnic group □ Chinese □ Any other					
DISABILITY/HEALTH	ł				
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: they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.					
Do you have a disability as defined by the above Act? YES / NO					
If yes, what additional support might you require to undertake the position for which you have applied?					