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**Arnos Vale Cemetery Trust Application Form**

**Post Applied For –**

**………………………………………………………….**

**If further space is required in completing any section of this form, please attach separate sheets or expand the boxes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Details** |  | | | | |
| Surname |  | | | | |
| Forename(s) or other names |  | | | | Title: |
| Address for correspondence |  | | | | |
|  | | | | |
|  | | | | Postcode: |
| Telephone | Home: | | Work: | | |
| E-mail address |  | | | | |
| Other contact |  | | | | |
| National Insurance No.  (if known) |  | | | | |
| Do you need a work permit to take up this appointment? |  | Are you a UK national? | |  | |
| Please give details of any dates that you would not be available for interview: |  | | | | |

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| --- | --- | --- | --- |
| **Education** | Please continue on a separate sheet if necessary | | |
| Secondary School | From | To | Qualification gained, subject, grade and date |
|  |  |  |  |

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| --- | --- | --- | --- |
| **Further, Higher and/or Professional Education** | | | **Qualifications Achieved** |
| College/University | From | To | Subject courses studied, level and grade |
|  |  |  |  |
| **Professional Membership/Awards (include name of institution/organisation, grade of membership and date of award)** | | | |
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| **Vocational/Other Training Courses (include name of institution, nature of course and date)** |
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| **Employment History** | | **Present or most recent employment** | | | | |
| Name and address of Employer | | Date(s) employed | | Position(s) held | | |
|  | |  | |  | | |
| Outline of duties and responsibilities | | | | | | |
| Notice period: | | | | | | |
| Date and reason(s) for leaving (if appropriate) | | | | | | |
| **Former Employment** | **Please list in chronological order, with your most recent post first**  **Continue onto separate sheets if required** | | | | |
| Name and address of Employer | Dates(s) employed | | Position(s) held and outline of duties and responsibilities | | Reason for Leaving |
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| **Additional supporting information** | Please tell us why you applied for this job and why you think you are the best person for the job. What skill and experience do you have to fulfil the role? Please use the Person Specific and Job Description to explain. (continue on a separate sheet if necessary). |
|  | |

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| --- | --- | --- |
| **References – we will not contact any referee prior to interview** | Please supply the name and address of **two** people for references. Referee 1 must be your current or most recent employer. If you have not previously been employed then Head Teacher/College Lecturer/Head of Voluntary Organisation etc are acceptable as referees. | |
| Referee 1 | Name |  |
|  | Position |  |
|  | Address |  |
|  | Tel |  |
|  | Email |  |

|  |  |  |
| --- | --- | --- |
| Referee 2 | Name |  |
|  | Position |  |
|  | Address |  |
|  | Tel |  |
|  | Email |  |

|  |  |
| --- | --- |
| **General Information:** |  |
| Where did you see the job advertised? | |
| Have you ever been convicted of a criminal offence, have you ever been cautioned by the police or are you the subject of criminal charges? (If so, please give details) | |

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

|  |  |
| --- | --- |
| Signature : | Date: |

Please return completed forms to: [nick.bull@arnosvale.org.uk](mailto:nick.bull@arnosvale.org.uk)

If you have not received a reply within the next four weeks, you should assume that your application has been unsuccessful.

# Equality and Diversity monitoring form

Arnos Vale Cemetery Trustwants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary.

**Gender** Man \* Woman \* Intersex \* Non-binary \* Prefer not to say \*

If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes \* No \* Prefer not to say \*

**Age** 16-24\* 25-29 \* 30-34 \* 35-39\* 40-44 \* 45-49 \* 50-54 \*55-59 \* 60-64 \* 65+ \* Prefer not to say \*

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English \* Welsh \* Scottish \* Northern Irish \* Irish \*

British \* Gypsy or Irish Traveller \* Prefer not to say \*

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean \* White and Black African \* White and Asian \* Prefer not to say \* Any other mixed background, please write in:

***Asian/Asian British***

Indian \* Pakistani \* Bangladeshi \* Chinese \* Prefer not to say \*

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African \* Caribbean \* Prefer not to say \*

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab \* Prefer not to say \* Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes\* No \* Prefer not to say \*

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual \* Gay \* Lesbian \* Bisexual \*

Prefer not to say \* If you prefer to use your own term, please specify here

……………………………………………….….

**What is your religion or belief?**

No religion or belief \* Buddhist \* Christian \* Hindu \* Jewish \*

Muslim \* Sikh \* Prefer not to say \* If other religion or belief, please write in: