

STRICTLY CONFIDENTIAL  
Please complete in typeface or black ink  
**APPLICATION FORM**

Position applied for: _____	Location/s: _____
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**PERSONAL DETAILS**

Surname: _____	Preferred Title: _____
First Names: _____	
Address: _____ _____	
_____	Postcode: _____
Telephone Number (home): _____	
Telephone Number (mobile): _____	
Telephone Number (work): _____	
May we telephone you at work?	YES / NO
Email Address: _____	
Date of Birth: _____	
Do you require a work permit?	YES / NO
Do you have: a full current driving licence?	YES / NO
your own transport?	YES / NO
The Disability Discrimination Act 1995 has defined disability as follows; <i>"A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities"</i>	
Under these terms do you consider yourself to have a disability?	YES / NO
This will not have a detrimental effect on your application	

**LINCOLNSHIRE ACTION TRUST IS WORKING TOWARDS EQUAL OPPORTUNITIES AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY**



FOR OFFICE USE ONLY	
Application Number: _____	Date of 2 <sup>nd</sup> Interview: _____
Date Received: _____	Appointed: _____
Short List: _____	Post ref: _____



**EDUCATION**  
SECONDARY / FURTHER / HIGHER EDUCATION

Name of School/College/University	From/To	Qualifications/Grades	Date

Are you studying at the current time? If so, please give details:

**TRAINING AND DEVELOPMENT**

Please specify any vocational or other forms of training that you have undertaken (E.g. NVQ's, In-House courses):

**COMPUTER LITERACY**

Skills (e.g. Word Processing, Spreadsheets etc):

Software Packages used:

## WORK EXPERIENCE

### PRESENT (OR MOST RECENT) EMPLOYMENT

Name & Address	From / To	Position	Salary Package	Notice Requirement	Reasons for Leaving / Wanting to Leave

Brief description of main responsibilities / activities (If necessary, please continue on a separate sheet):

### PREVIOUS EMPLOYMENT HISTORY

Name & Address	From / To	Position	Main Responsibilities / Activities	Salary Package	Reasons for Leaving

If necessary, please continue on a separate sheet

## REFERENCES

Please give two referees, one of whom should be your present/most recent employer (or all previous employers within the previous two years, if more than one):. Please continue on a separate sheet if necessary.

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Telephone Number:

Telephone Number:

References will only be taken up for candidates selected for interview. Please indicate if you do not want any referees to be contacted at this stage YES / NO

## INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give brief details of relevant experience and any other information in support of your application, including your reasons for applying for this post.

Use additional sheets if required

## Disclosure of Criminal Records

LAT actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates. LAT recognises the contribution that people with criminal records can make as employees and volunteers, and welcomes applications from those with a criminal record. We select all candidates for interview based on their skills, qualifications and experience.

Due to the nature of this role, it is exempt from the requirements of the Rehabilitation of Offenders Act 1974. Applicants are therefore required to declare any previous criminal convictions or cautions, spent or unspent, which would not be filtered by the Disclosure and Barring Service. However, we do not require you to disclose these at the application stage. Should your application be progressed, we ask you disclose any convictions during the interview. If you have convictions to disclose, you may do this either verbally during the interview, or as a written statement to bring to the interview. Any information disclosed will be treated in the strictest confidence.

We will then consider any information disclosed separately to the competencies demonstrated during the interview. Disclosures will be looked at on an individual basis, taking into account the following:

- whether it's information we are legally allowed to consider
- whether each offence is relevant to the position applied for
- the seriousness of each offence
- your age at the time of the offence(s)
- the length of time since the offence(s)
- whether there is a pattern of offending behaviour
- the circumstances surrounding the offence(s) and the explanations provided
- whether the circumstances have changed since

LAT will seek confirmation of criminal history from the Disclosure and Barring Service (DBS) before confirming the appointment of any person to this role. It is important to understand that failure to declare at interview any convictions or cautions, including disciplinary action, that are subsequently made known to the employer on a DBS check may be grounds for instant dismissal.

### Barred Lists

This role involves regulated activity with children. Are you on the Children's Barred List?  
Yes / No

This role involves regulated activity with adults. Are you on the Adult's Barred List? Yes / No

## DECLARATION

I declare that the particulars given above are true to the best of my knowledge and belief.

Signed

Date

Falsification of information may lead to dismissal