

## LINCOLNSHIRE ACTION TRUST Application Form

Thank you for your interest in an advertised vacancy with Lincolnshire Action Trust.

We can accept completed forms completed by hand or electronically.

To complete this form electronically, please save it to your computer and rename the file with your name and the position you are applying for. The completed form can then be emailed or posted back to us.

**Or**

If you'd prefer to complete the form by hand, please print this document off.

To assist us to monitor the diversity of our workforce, we have an optional Equal Opportunities form available to complete. This is available on our website.

To comply with new legislation we also have a GDPR Candidate Privacy Notice, which needs to be read and **signed on the back page**.

Therefore when applying for a position, please ensure that you have completed and sent us the following three documents so your application can be processed.

1. **Application Form**
2. **Equal Opportunities Form if applicable**
3. **GDPR Candidate Privacy Notice**

Please submit them so they arrive in good time for the published deadline. This can be done either:

- By attaching the document/s to an email and sending it to [jobs@LATcharity.org.uk](mailto:jobs@LATcharity.org.uk)
- By enclosing the document/s in an envelope marked 'Private and Confidential' to HR Assistant, Lincolnshire Action Trust, Lincoln House, 37 Newland, Lincoln LN1 1YA. Please ensure you use the correct postage to avoid delays in us receiving the application.

If you need any assistance completing the form, please contact us at [jobs@LATcharity.org.uk](mailto:jobs@LATcharity.org.uk)

STRICTLY CONFIDENTIAL  
Please complete in typeface or black ink

# APPLICATION FORM

Position applied for: \_\_\_\_\_

Location/s: \_\_\_\_\_

## 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 Equality Act 2010 defines disability as follows;

*"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"*

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	
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100	100

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:
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## 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 (please explain any gaps)

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 three years, if more than one):. Please continue on a separate sheet if necessary.

Name:

Name:

Relationship / Job Title:

Relationship / Job Title:

Address:

Address:

Email Address:

Email 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 **DO NOT CONTACT** / **CONTACT** (delete as appropriate)

## 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