



## Lincolnshire Action Trust

### Kick Start Opportunity Application Form

#### Important Please Read

Thank you for your interest Lincolnshire Action Trust.

Please take a moment to read so you know what you need to do to complete this form and what you should include with it.

You can complete the form electronically or by hand. See instructions below.

#### **Electronic**

Save the file to your computer and rename it with your name and the job you are applying for. Email the form back to us at [jobs@LATcharity.org.uk](mailto:jobs@LATcharity.org.uk)

You may also post the form if preferred to:

Confidential, Human Resources, Lincolnshire Action Trust, Lincoln House, 37 Newland, Lincoln LN1 1YA. Please ensure the correct postage is on the letter and it is posted in time to meet the closing date shown above.

#### **By Hand**

Print off the document and complete it. Send by post or deliver to the address shown above.

If you do not have access to a printer please contact us on [jobs@LATcharity.org.uk](mailto:jobs@LATcharity.org.uk) and we will send you a blank copy

#### **Equal Opportunities**

To assist us to monitor the diversity of our workforce please complete our Equal Opportunities form which is shown within the electronic link to the job.

#### **Data Protection**

Please read, understand and sign our Candidate Privacy Notice which is also shown within the electronic link to the job.

#### **Application Details**

Please complete all sections. If a section is not relevant enter n/a. You can send a CV as well but not instead of this form.

#### **Help**

If you require help completing the form please contact your job coach who will guide you.

## Application Details

Post	
Position Applied For:	

Personal Details	
Title you wish to be known by:	
First Names:	
Surname:	
Have you ever used any other names?	
If yes to above, please state:	
Address including postcode:	
Contact number:	
Email address:	
Notice period to be given:	
Do you hold a valid driving licence for the UK?	

## Work History

Work History – most recent job first	
Job title:	
Salary/grade:	
Weekly hours worked:	
Name and address of employer:	
Date started in post:	
Date of leaving (if applicable):	
Reason for leaving:	

Work History	
Job title:	
Salary/grade:	
Weekly hours worked:	
Name and address of employer:	
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Date started in post:	
Date of leaving (if applicable):	
Reason for leaving:	

Please continue on a separate sheet if you need to add further entries

## Education and Training

Education			
School/College/University	Dates		Qualifications achieved with grades and dates
	From	To	

Other relevant training, e.g. short courses, personal development, special projects		
Date:	Organising Body:	Brief Description of Course:

## References

Provide referees who can provide a work or college reference (not personal) and which cover your last 3 years of employment history (if applicable).

Reference			
Name:			
Job Title:		Email Address:	
Organisation:		Address:	
Can we contact before interview?		How do they know you?	

Reference			
Name:			
Job Title:		Email Address:	
Organisation:		Address:	
Can we contact before interview?		How do they know you?	

Reference			
Name:			
Job Title:		Email Address:	
Organisation:		Address:	
Can we contact before interview?		How do they know you?	

Please continue on a separate sheet if you need to add further entries

## Supporting Information Section

Instructions: Using the Job Description:

1. Look at the essential and desirable criteria and give the most recent examples from your experience as to how you meet them.
2. Look at the job tasks and explain any experience of those tasks to include examples.

**Please continue on a separate sheet if you need more space**

## 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 a criminal record 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.

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

## Disabilities

You are not obliged to disclose any information about any disabilities you may have. However, if you do have a disability that may require adjustments to be made to the recruitment and selection process, please either specify your requirements in the box below, or contact us directly.

## Right To Work in the United Kingdom

Do you have the right to work in the UK?	Yes/No
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**If you have answered yes to this question you will be asked to provide the appropriate documentation if you are invited to interview.**

### Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct to the best of my knowledge. I authorise the Lincolnshire Action Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. I understand that false information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to the termination of my employment, should I be successful during the selection process.

I have read, signed and enclosed the GDPR notice.

I have completed the Equal Opportunities Monitoring Form Yes or No

I have enclosed my CV as additional information Yes or No

Signed:	Date:

Thank you for completing our form. Please read the notes at the start of the form and ensure you have enclosed everything that is required and relevant.