

# APPLICATION FORM

## CONFIDENTIAL

As an Equal Opportunity Employer we welcome applications from all sections of the community



**CAN**  
Touching lives and  
changing futures

Please complete this form in **BLACK INK** and return to  
Denmark House, 8 Billing Road, Northampton, NN1 5AW  
or by email to [recruitment@can.org.uk](mailto:recruitment@can.org.uk)

<b>Position applied for:</b>	<b>In which Publication or website did you see this vacancy?</b>
<b>Job Reference No:</b>	
<b>Have you worked or volunteered for CAN before?</b>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If yes, please give details of posts and dates</i>	

PERSONAL DETAILS			
<b>Surname</b>	<b>Forename</b>	<b>Title</b>	
<b>Home Address</b> (include postcode):			
<b>Telephone – home</b>		<b>Telephone – work</b>	
<b>Telephone - mobile</b>		<b>Email address</b>	
<b>Do you hold a full current driving licence and have use of a vehicle for the purpose of this post?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Do you have the right to work in the UK ?</b> (This will be verified if offered employment)	YES <input type="checkbox"/> NO <input type="checkbox"/>

### For Office Use:

<b>Shortlisted</b>	<b>Interview Date and Time</b>
YES / NO	

**CURRENT/MOST RECENT EMPLOYMENT**

<b>Name and address of employer</b>			<b>Telephone No</b>
<b>Nature of Business</b>		<b>Job Title</b>	
<b>Date Commenced</b>	<b>Notice Required</b>	<b>Salary/ Hourly Rate</b>	
<i>Brief outline of responsibilities</i>			
Reason for leaving/wishing to leave ?			

**EDUCATION, QUALIFICATIONS AND TRAINING  
(continue on another sheet if required)**

Secondary/School/ College/University/ Institute	Dates		Qualifications gained/ Non-qualification courses	Grade	Date
	From	To			
<b>Membership of professional bodies</b>				<b>Grade</b>	<b>Date From</b>
<b>Professional /vocational qualifications, further training (give details of course, qualification, dates).</b>					



**EXPERIENCE AND SKILLS**

Outline below why you are interested in this post, and describe how your skills, knowledge and experience are applicable.

***PLEASE ADDRESS EACH ITEM OF THE PERSON SPECIFICATION IN ORDER***

(continue on another sheet if required)

### REFEREES

*Please provide two appropriate employers/academics/professionals that we may approach. One should be your present or most recent employer. Personal references (relatives or friends) will not be accepted. We reserve the right to approach any of your previous employers and will specifically ask about disciplinary and attendance matters. References will only be taken up following interview and acceptance of the job by the selected candidate*

<b>Reference One</b>	<b>Reference Two</b>
Name	Name
Organisation	Organisation
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Relationship to you	Relationship to you
Length of contact	Length of contact
Name known by if different from now	Name known by if different from now

<b>PROBITY</b>	
Are you a relative or spouse/partner/co-habitee of a CAN employee or member of CAN's Board of Trustees?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any direct or indirect financial or personal interests related to CAN?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a tenant or client of CAN?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered <b>YES</b> to any of the above, <b>please provide details:</b>	

<b>DISCIPLINARY PROCESS</b>	
Have you been subject to any formal disciplinary process either in the last 2 years or currently pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered <b>YES</b> , <b>please provide details:</b>	

### CRIMINAL CONVICTIONS

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being short listed for interview, I will be required to disclose details of any criminal record including spent or unspent convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.

If you are offered a post at CAN, you will be asked to complete a Criminal Records Disclosure from the Criminal Records Bureau, and the job offer and/or any subsequent contract of employment will be subject to CAN being satisfied with the contents of the Disclosure. **CAN complies with the CRB Code of Practice and a copy is available on request.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### DECLARATION

DATA PROTECTION ACT 1998. The information you have provided on your application will be used for recruitment / selection purposes only. You have the right under the act to access this information held about you in relation to recruitment/ selection. If you wish to do so please contact HR at CAN Head Office. If you become a CAN employee this information will form part of your personnel file

I declare that the information given is true. I will not approach any members of the Board of Trustees or employees of CAN in order to advance my appointment, as I understand this may disqualify me from consideration.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Diversity and Recruitment Monitoring

In order to demonstrate our commitment to diversity and to monitor our recruitment policies, you are asked to complete this form. The data on this form is classified as sensitive personal data under the Data Protection Act 1998. By completing this form, you are giving your consent for CAN to store and use this information for statistical purposes. The data will be held confidentially and securely and will only be released in anonymous statistical form. Please return this form in a separate envelope marked Private & Confidential to HR, when you return your completed application

**Name:**

**Please tick the appropriate box for the position which you are applying for:**  
 Employee                       Student                       Volunteer

**Title of job applied for:**

**Job Ref :** Male                       Female

**Publication in which advertisement was seen:**

**Age – Please select the group in which your age falls**  
 16 – 21                            22 – 30                            31 – 40                            41 - 50        
 51 – 60                            61 – 65                            65 +     

**Ethnicity – please select the code which you feel best represents your ethnicity**

White/White Other	Black/Black Other	Asian/Asian Other	Mixed/Other
<b>WB</b> English <input type="radio"/>	<b>BA</b> Black or Black British African <input type="radio"/>	<b>AB</b> Asian or Asian British Bangladeshi <input type="radio"/>	<b>MWA</b> Mixed White & Asian <input type="radio"/>
<b>WI</b> White Irish <input type="radio"/>	<b>BC</b> Black or Black British Caribbean <input type="radio"/>	<b>AI</b> Asian or Asian British Indian <input type="radio"/>	<b>MWBA</b> Mixed White & Black Afrian <input type="radio"/>
<b>WO</b> White Other <input type="radio"/>	<b>BO</b> Black other <input type="radio"/>	<b>AO</b> Asian Other <input type="radio"/>	<b>MWBC</b> Mixed White & Black Caribbean <input type="radio"/>
	<b>MO</b> Mixed Other <input type="radio"/>	<b>AP</b> Asian or Asian British Pakistani <input type="radio"/>	<b>O</b> Other Ethnic Background <input type="radio"/>
			Please specify .....

**Disability**

Do you have a disability as defined under the Disability Discrimination Act 1995 ?  
*'anyone who has a physical or mental impairment which has a substantial and long-term (i.e. at least 12 months) adverse effect on their ability to carry out normal day to day activities'*

Yes                       No                       Prefer not to say

Please give details of any special requirements that you may require :