

For office use only  
Applicant reference no

## PERSONAL DETAILS

The information provided here will be detached from your application and will not be available to the short listing panel until after the short listing stage has been completed. After the short listing stage the information will be needed in order to contact those candidates who have been selected for interview

Application for the post of:	
Post reference no:	
Where did you hear of this vacancy?	

Personal details			
Surname:		Title:	
Forename(s):		Date of birth:	
Home phone no:		Work phone no:	
Email Address:			
Address:			
Disabled Registration Number (if applicable):			

# FAIRNESS IN EMPLOYMENT MONITORING QUESTIONNAIRE

The information you provide here will not be available to the selection panel, it is for monitoring purposes only and will be detached.

**My disability status:** (Please tick appropriate box)

- I am not a disabled person       I classify myself as a disabled person  
 I am a Registered Disabled person

**I would describe my racial origin as:** (Please tick appropriate box)

- Indian       Pakistani       Bangladeshi       Chinese       Asian Other  
 Black African       Black Caribbean       Black Other  
 Irish       White UK       White Other       Other

**My gender:** (Please tick appropriate box)

- Female       Male

**My age:** (Please tick appropriate box)

- 16-19       20-29       30-39       40-49       50-59       60 Plus

**MLA North West is an Equal Opportunities Employer**

The completed application should be returned in an envelope marked **CONFIDENTIAL** and with the post reference clearly visible to:

Business Support Team - Recruitment  
MLA North West  
Ground Floor, The Malt Building  
Wilderspool Park  
Greenall's Avenue  
WARRINGTON WA4 6HL

Or email to: [recruitment@mlanorthwest.org.uk](mailto:recruitment@mlanorthwest.org.uk)

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## APPLICATION FORM

### SECTION 1 – EMPLOYMENT

#### Present or most recent employment

Title of post:	
Name and address of employer:	
Date of appointment:	
Salary:	
Period of notice required:	
Reason for leaving:	
Brief description of duties and responsibilities:	

**Previous employment (most recent first). You may include any voluntary work you have undertaken.**

Dates (from/to)	Employer	Job title, main duties and responsibilities	Reason for leaving



## SECTION 2 - EDUCATION AND QUALIFICATIONS

Education		
Dates (from/to)	School/College	Qualifications

### Any other training and/or qualifications (including short courses, on-the-job training etc)

Dates (from/to)	Trainer/Organisation	Qualifications

### SECTION 3 - OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

**Other relevant information and experience** - the information you provide in this section is very important when assessing your application against the person specification enclosed. It will be extremely important in determining whether you are shortlisted or not. Please use this space to describe how your skills, experience, knowledge and training would enable you to meet the requirements of this job. Remember that you may refer to relevant examples from outside of the workplace. There are more detailed notes about the importance of this section in the guidance notes on Page 6 - 3.3.5. You may continue on a separate piece of paper if necessary.

#### Interests and hobbies



## SECTION 4 – OTHER DETAILS

Are you in possession of a valid current driving licence?		Yes/No (delete as appropriate)	
Please give names, addresses and occupations of at least two persons to whom reference may be made.			
Name:		Name:	
Title:		Title:	
Address:		Address:	
Type of referee:	Employer/Personal	Type of referee:	Employer/Personal
Can this referee be contacted prior to interview?	Yes/No	Can this referee be contacted prior to interview?	Yes/No

Have you ever been convicted of any criminal offence?	Yes/No (delete as appropriate)
<p>Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975 from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.</p> <p>If 'yes', details may be required from you in strictest confidence.</p>	

<b>Declaration</b>	
<p>I declare to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.</p> <p>Signature: _____ Date: _____</p>	

