

JOB APPLICATION FORM

Please click on each highlighted field to enter information.

Please read the Guidance Notes at page 13 before completing this form

Job Title:

Business area / venue:

Personal Details

Surname: First name:

House name/number: Street/Road:

Town: County:

Postcode:

National Insurance no:

Home tel. no: Work tel. no:

Mobile tel. no:

Can we contact you at work? Yes [ ]  No [ ]

E-Mail address:

Do you have a current driving licence? Yes [ ]  No [ ]

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you consider that you have a disability? Yes [ ]  No [ ]

In accordance with our procedures you will receive an interview if you meet the essential criteria for the post. (Please see Survey Form for a full definition of disability.)

Educational Qualifications and Training

You may be asked to provide evidence of qualifications obtained

Secondary Education (CSE, GCE, GCSE, RSA, A Levels etc)

Dates, Examination, Subject(s) and Grade

Educational Qualifications and Training contd

Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)

Dates, Educational Establishment, Qualification, Subject and Grade

Relevant training and personal development and other relevant qualifications including membership of professional bodies

(State who provided training and duration of training). Examples could include: short courses, skills training, external awards / activities, etc.

Current / Latest Employment

Name and address of current/most recent employer:

Job title:

Current / latest salary and any benefits:

Weekly hours

Start date: Date of leaving (if relevant):

Notice required:

Reason for leaving:

Brief summary of main duties / responsibilities / achievements:

References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the NO boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher / tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

Name: Name:

House Name/Number/Business: House Name/Number/Business:

Street: Street:

Town: Town:

County: County:

Postcode: Postcode:

Tel. no: Tel. no:

E-mail address: E-mail address:

Relationship: Relationship:

Organisation (if applicable): Organisation (if applicable):

May we contact them if we decide to invite you for interview?

Yes [ ]  No [ ]  (If NO, we will contact you Yes [ ]  No [ ]  (If NO, we will contact you
for permission before requesting references) for permission before requesting references)

Work and Other Relevant Experience

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Employment/Voluntary

Display as below:
*Dates from/to
Name of organisation and nature of business
Job Title/role with brief indication of main duties and responsibilities
Reason for leaving*

Example:
01.01.16/01.06.16
Magna Vitae, Meridian Leisure Centre
Leisure Attendant – lifeguarding, setting up and packing away equipment and cleaning
Maternity Cover

Additional Information

It is important that you provide evidence in this section of how you meet the Job Requirements. Tell us about what you have achieved and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

You must complete all sections on this page

Canvassing of Magna Vitae Board Members or senior employees

Canvassing of Magna Vitae Board Members or senior employees of Magna Vitae, by or on behalf of yourself is strictly forbidden and may invalidate your application.

Indicate here if you are related to any Magna Vitae Board Member or senior employee of Magna Vitae, giving their name (and your relationship where relevant).

Please state NONE if appropriate:.

Rehabilitation of Offenders Act 1974

Please complete this section only if you have a criminal conviction which is not considered as spent under the rehabilitation of Offenders Act 1974 and subsequent legislation. Disclosure of a conviction does not automatically exclude applicants from consideration for a post. We welcome applications from ex-offenders as part of our Equal Opportunities policies. Some of our posts, for example those concerned with working directly with young people, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person’s background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). The information you provide will be treated as strictly confidential and will be considered only in relation to the job you are applying for.

Nature of offence(s): Date Sentence passed:

Sentence(s) or order(s) given by the court:

Name and Address of the court:

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 (as amended) all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.).

Do you require a work permit to work in the UK? Yes [ ]  No [ ]

If you already have a work permit, please give the expiry date:

Do not send these now. Further information will be sent to you if you are selected.

Declaration

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal. I understand that Magna Vitae may undertake relevant checks as part of the application process.

Signed: Date:

Candidates selected for interview will normally be notified within 4 weeks of the closing date. Unfortunately applicants who do not hear from us after 4 weeks must conclude that their application has been unsuccessful on this occasion.

SURVEY FORM

Magna Vitae is a large employer and recruits employees to do many different jobs every year. We are committed to building a workforce that reﬂects the diversity of the local community, improving access to careers within the Magna Vitae. The following questions are optional and we would be grateful if you would complete them to help us monitor fairness and equality. All information given will remain confidential. We will not use personal information such as name or address when analysing the information you provide.

The following information will be used only for this purpose; it will be separated from the job application and will not be used in selecting you or not selecting you for the job.

About the job you are applying for

Job title:

Business area / venue

About you

Surname: First name:

Please tick appropriate boxes

Age

Q1 What age group do you fall into?

18 or below [ ]

19-24 [ ]

25-34 [ ]

35-44 [ ]

45-54 [ ]

55-64 [ ]

65-74 [ ]

Gender

Q2 Are you male or female?

Female [ ]

Male [ ]

Disability

Q3 Do you consider that you have a disability under the Equality Act?\*

No [ ]

Yes [ ]

\*The definition of disability according to the Equality Act 2010 is: “A physical or mental impairment which has a substantial and long-term negative effect on your ability to carry out normal daily activities”. (‘Long term’ means more than 12 months or more. For example, a breathing condition that develops as a result of a lung infection. ‘Substantial’ is more than minor or trivial. For example, it takes much longer than it usually would to complete a daily task like getting dressed.)

Religion

Q4 What is your religion or belief?

Prefer not to state [ ]

None [ ]

Christian (Includes
Catholic, Anglican, etc) [ ]

Sikh [ ]

Hindu [ ]

Muslim [ ]

Other (please tick and write below)

 [ ]

Race & National Origin

Q5 What is your race and national origin? (Examples include: White British, Black African, British Asian, Chinese, Gypsy, Latvian, Indian, Polish, Travellers, etc.)

Do not wish to state [ ]

Please indicate

Marriage Status & Civil Partnerships

Q6 Which of the following characteristics reflect your relationship status? (Tick one only.)

Prefer not to state [ ]

Married [ ]

Widow / Widower [ ]

Civil Partnership [ ]

Separated [ ]

Divorced [ ]

Single [ ]

Sexual Orientation

Q7 What is your sexual orientation?

Prefer not to state [ ]

Heterosexual [ ]

Bi-sexual [ ]

Lesbian [ ]

Gay [ ]

Other (please tick and write below)

 [ ]

Miscellaneous

Q8 How did you first hear about this vacancy?

Job Centre [ ]

Magna Vitae Noticeboard [ ]

Magna Vitae Website [ ]

Word of Mouth [ ]

Other Website (please name)

 [ ]

Local Press (please name)

 [ ]

National Press/Publication (please name)

 [ ]

Other (please name)

 [ ]

Completing the application form

* In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.
* If you would like the application form in another format because of disability (e.g. large print) please contact us.
* We will accept applications in other formats, e.g. audio tape, where an applicant has difficulty in completing the form because of a disability or learning difficulty.
* Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
* Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
* Complete all the sections where questions are posed. Our preference is for your application to be submitted by email. However, you may complete the form by hand (in black ink please to assist photocopying). Include extra sheets if there isn’t enough room in the boxes provided.
* On the grounds of economy, we do not acknowledge unsuccessful applications. If you have not heard from us within four weeks of the closing date, please assume that you have been unsuccessful.

Equal Opportunities Policy

Employees and prospective employees will not be unfairly discriminated against on grounds of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation, age, trade union membership or non-membership. Employment terms and conditions and decisions on recruitment, selection, training and promotion will be made solely on the basis of objective criteria.

Disability

If you have indicated that you have a disability and provided evidence that you meet all of the essential criteria for the post, you will be offered an interview as part of the Magna Vitae’s commitment to the employment of people with disabilities.

If called for interview you will be asked if you require any aids or assistance to attend the interview. If you are successful in your application the Council will discuss with what reasonable aids and adaptations you would require to enable you to carry out the duties of the post.

Health

If you are the successful candidate you will be required to complete a medical questionnaire.

Safeguarding

In line with our safeguarding policy Magna Vitae has a requirement to ensure that all its employees are appropriately vetted. Magna Vitae will therefore undertake appropriate checks before your employment commences. Magna Vitae reserves the right at any time not to proceed with your application, where either an individual is unwilling to undertake these checks or where an unsatisfactory check is returned. Similarly if you give false information your employment will be terminated.

Further Information

Please return completed applications to
the named person in the job advertisement.

If completing by hand, please return to the
business area/venue where the vacancy is advertised.
If you return the form by hand or post please ensure
it is clearly marked ‘Private & Confidential’.

Magna Vitae Trust for Leisure & Culture,
Meridian Leisure Centre,
Wood Lane,
Louth,
Lincolnshire
LN11 8RS

T: 01507 607650
E: info@mvtlc.org

[www.magnavitae.org](http://www.magnavitae.org)

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Magna Vitae purposes unless there is a legal authority to do otherwise.

Please note that the information provided may be shared with the Job Centre Plus.

*MV Job Application (Word) V1 0916*