



Application For Employment

Paid and Unpaid

Please read the guidance notes on the back page before completing this form

Position Applied for

1. Personal Details

Surname

Forename(s)

Address

Postcode

Telephone (day)

Telephone (evening)

2. Why are you applying for this post?

3. What can you offer us?

Please include details of any relevant skills, experience and knowledge
(there are later sections for information about training and education)

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4. Present or most recent employment/experience of work

Name and address of organisation	Postcode
Position held	
Salary (if applicable)	
Date appointed	
Date left appointment and why (if applicable)	

Outline briefly your duties and responsibilities

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5. Previous appointments/experience of work

Name and address of organisation	Position held and dates	Main duties and responsibilities	Reason for leaving

6. Training and education

Include details of exams passed, courses attended and qualifications obtained

7. What are your interests and hobbies?

8. Additional Information

Do you need a permit to work in the United Kingdom? Yes No

Do you have any condition or disability which may affect your ability to do the job, and/or require us to make reasonable adjustments? Yes No

If **Yes** please give details including any adjustments that you may need to be made both in respect of the job and the interview

9. Travel

Some positions at the Regis Centre require employees to drive, if this is applicable to the position you are applying for, please complete this section

Do you hold a current, clean driving licence? Yes No

Do you have access to a car? Yes No

If the answer to either of these questions is **No**, please explain how you would meet the travel requirements of the post *(where applicable)*

10. Confidential Declaration of Criminal Record

Some positions at the Regis Centre require employees to be responsible for young people aged under 18 and vulnerable adults, if this is applicable to the position you are applying for, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. All information submitted will be kept strictly confidential.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Yes No

If **Yes** please give details of offences, penalties and dates

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

If **Yes** please give details of offences, penalties and dates

Have you undertaken a Criminal Record Bureau enhanced disclosure for any previous employment? Yes No

If **Yes** please give the date your last check was done

Please note that all posts that involve working with young people aged under 18 and vulnerable adults at the Regis Centre are excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

11. References

Please supply details of two persons (other than relatives) from whom references can be obtained. If you have had previous employment one of your referees should be your current or most recent employer.

Name	Name
Address	Address
e-mail	e-mail
Tel No	Tel No
Occupation	Occupation
Employer/Personal Referee <i>(delete as appropriate)</i>	Employer/Personal Referee <i>(delete as appropriate)</i>

Are you willing for references to be contacted prior to interview? Yes No

12. Declaration

I confirm that the information I have given on this form is correct and complete to the best of my knowledge, and that misleading statements may be sufficient for cancelling any agreements made.

I understand that, if the position I am applying for is responsible for young people aged under 18 and vulnerable adults, I will be required to complete a Criminal Records Bureau enhanced disclosure if appointed.

Signed

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Date

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Equal Opportunities Monitoring

The Regis Centre is committed to a policy of equality of opportunity in all aspects of its recruitment and employment procedures. All candidates will receive fair and equal consideration.

In order for us to put this commitment into practice we need to assess how well our recruitment procedures operate in practice and it would be helpful if you would answer the questions below and return this sheet with your application form. There is no obligation for you to complete the form.

The information submitted will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application prior to short-listing.

Position Applied for	
Name	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

Please indicate your ethnic origin

- | | |
|--|---|
| <input type="checkbox"/> Asian/Asian British | <input type="checkbox"/> Black/Black British |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Middle/Near Eastern |
| <input type="checkbox"/> Mixed Ethnic Group | <input type="checkbox"/> White/White European |

Do you consider yourself to have a disability? Yes No

How did you become aware of this vacancy?

Publication	Type of advert	
Arts Professional	<input type="checkbox"/> Online	<input type="checkbox"/> Printed magazine
The Stage	<input type="checkbox"/> Online	<input type="checkbox"/> Printed paper
Regis Centre Website	<input type="checkbox"/>	
Bognor Regis Observer	<input type="checkbox"/> Online	<input type="checkbox"/> Printed paper
Other source <i>(please specify)</i>		

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Guidance for Applicants

1. Please read all the information provided – this will help you decide whether or not the post is suitable for you.
2. Please complete all parts of the relevant application form; section 9 and 10 are only applicable for certain posts.
3. Please show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of this post as detailed in the job description/person specification.
4. Continue on additional sheets if necessary.
5. There is no need to send an additional CV. Please do not refer to a CV for answers to any of the questions; all jobs are different and it is important you demonstrate what specifically makes you a good candidate for the post you are applying for.
6. Please write or type your application in black ink so that it can be photocopied. Applications are accepted by post or e-mail.
7. Note the closing date and make sure you allow time for your application to reach us.
8. Keep a copy of your completed application form.

Equal opportunities

1. We welcome applications from all sections of the community and your application will be judged on your ability to do the job.
2. The Regis Centre will make reasonable adjustments, where requested by an applicant with a disability.

Please return your completed application by post

'Recruitment'
The Regis Centre
Belmont Street
Bognor Regis
West Sussex
PO21 1BL

The envelope should be marked 'Confidential – Application' with the name of the post

Emergency Contact Details

Name: (Please include your title)

Your Address:

Postcode:

Tel Number:

Position:

1st Emergency Contact

Name:

Address:

Tel (Home/Work/Mobile):

Relationship to You:
(please indicate if this person is your next of kin)

2nd Emergency Contact

Name:

Address:

Tel (Home/Work/Mobile):

Relationship to You:
(please indicate if this person is your next of kin)

Notes

In accordance with DPA principles, please note the following in relation to this form and the data held within it:

- 1 The emergency contact data will be used only for emergency purposes eg. in the event of an accident in the workplace.
- 2 You should notify the individual(s) you have named above that you have provided us with this information and we will hold this information on file.
- 3 The emergency contact data will only be disclosed in emergency situations to appropriate 3rd parties, eg. ambulance service, the NHS and the police, in your immediate health or safety interests.
- 4 It is your responsibility to notify us as soon as possible should any of your contact details change.

Signed _____

Date: _____