



Before completing this application, please read the enclosed guidance notes

Job Application Form

Please complete in your own handwriting in black ink

JOB APPLIED FOR:

Personal Details

Title: MR / MRS / MISS / MS other

Surname: Forename(s):

Address:

Post Code:

Email: Mobile Tel No.

Daytime Tel No. Evening Tel No.

Where did you learn of this vacancy?

Marital Status: Single Married Civil Partnership Widow Divorced Separated Prefer not to say

National Insurance No.

Do you need a work permit to work in the UK? YES / NO

If YES, which Visa do you hold? What is the expiry date of this Visa?

Availability

If successful, please state the notice period required to terminate your present employment (if applicable)

When are you available for work? From: / / To: / /

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? YES / NO

If YES please provide details:

If necessary, continue on a separate sheet. You may provide details in a sealed envelope marked 'confidential' and attach this to your application. Failure to declare convictions/cautions may result in cancellation of any job offer.

Declaration

I certify that I am eligible to work in the UK and that if I am appointed, the appointment will be made on the basis that the information I provided was correct. I declare that to the best of my knowledge and belief, all statements contained on this form are correct and I understand that should I conceal any material facts, I would be liable to termination of my employment.

Signature: Date:

Job/Career History

Present Job:

Job Title: Employer:

Address:

Post Code:

Current Salary: Current Scale (if applicable):

Employed from: Employed to:

Please give a brief description of current duties, responsibilities and achievements:

.....

.....

.....

Previous Jobs

You **MUST** include the month and year when completing work dates and also explain any gaps in your employment. Please continue on a separate sheet if necessary.

Employers Name	Date from/to	Job title and main duties	Grade/Salary	Reason for leaving

References

Please complete details for **two referees** who can comment on your work performance and character. One of these should be your present or most recent employer.

Contact Name:	Contact Name:
Job Title:	Job Title:
Relationship to applicant:	Relationship to applicant:
Organisation:	Organisation:
Address:	Address:
.....
.....
Telephone No:	Telephone No:
Email:	Email:

Qualifications and Training

Please supply relevant educational, vocational or professional qualifications (most recent first).

Please continue on a separate sheet if necessary.

School/College/University attended:	Qualification:	Grade Achieved:

Relevant Training (most relevant first)

Qualification:	Grade Achieved:

Language Skills

Which languages (other than English), do you speak and/or write (please tick appropriate boxes).

	SPOKEN			WRITTEN	
1	<input type="checkbox"/> Basic	<input type="checkbox"/> Conversational	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent
2	<input type="checkbox"/> Basic	<input type="checkbox"/> Conversational	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent
3	<input type="checkbox"/> Basic	<input type="checkbox"/> Conversational	<input type="checkbox"/> Fluent	<input type="checkbox"/> Basic	<input type="checkbox"/> Fluent

Job Application - Guidance Notes

General Issues

Your application will be assessed against the criteria listed on the person specification

- **CVs alone are not acceptable. You must complete the application form**
- **Make sure that all sections are completed clearly and as fully as possible**
- **If you run out of space use additional pages**
- **Make sure that your application form is returned by the closing date**
- **Keep a copy of your application. It will be useful to refer to for preparation if you are called for interview**

Current legislation means that you will be required to provide documentary evidence (e.g. National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview.

Personal Details

Please complete this section fully and clearly. This is important contact information.

Job/Career History

Please state your current or last employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

In the previous jobs section please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work.

References

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.

You will need to provide the names of two referees. One referee must be your current or most recent employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as a referee.

If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.

Qualifications and Training

List the qualifications you possess including grades.

List any formal, informal or on the job training you have received which you consider relevant to the vacancy.

Driving Licence

Some of the post holders are required to travel between locations. For this reason you are asked to state whether or not you hold a current driving licence. Please complete this section fully.

The Job and You

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about the examples you can give to provide evidence of this.

Consider what you have done in the past; at home; at college; in paid or unpaid work; in a hobby. These may be useful to show how you meet the items in the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

Please do not forget to sign the application form.

Equal Opportunities and Monitoring

Siesta is committed to the principle of equal opportunity in the employment and is opposed to any form of less favourable treatment, whether through direct or indirect discrimination. Our objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

We ask you to assist us in monitoring our policies and practices by completing the recruitment monitoring form. This can be sent in a separate envelope if you wish.

Equal Opportunities Employment Monitoring Form

Siesta is committed to the successful development of an equal opportunity policy in relation to all aspects of employment from vacancy advertising, selection, recruitment and training. To assist in the implementation and monitoring of this policy, applicants for posts with us are asked to provide the information below.

This form will be separated from your application form and will not be made available to the shortlisting panel.

Post applied for:

Where did you see this post advertised?

I. Ethnicity

Please choose ONE Section from A to E and TICK the appropriate category to indicate your cultural background.

A WHITE	B MIXED	C ASIAN OR ASIAN BRITISH
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani
	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Other	<input type="checkbox"/> Any other mixed Background	<input type="checkbox"/> Any other Asian Background

D BLACK or BLACK BRITISH	E CHINESE	F OTHER ETHNIC GROUP
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Background
<input type="checkbox"/> African		
<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Any other Chinese Background	<input type="checkbox"/> Ethnic Origin Unknown

2. Gender Male Female

3. Age 16-19 20-29 30-39 40-49 50-59 60+

4. Disability

The Disability Discrimination Act 1995 outlines the definition of a disability as 'A physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'.

I consider myself to be disabled I do not consider myself to be disabled

5. Sexual Orientation* Bisexual Lesbian Homosexual Heterosexual

6. Religious Belief*

* To ensure compliance with the Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Religion and Belief) Regulations 2003 we ask questions 5 and 6, however your response to these questions is optional.

Thank you for completing this form.