



## PERSONAL HISTORY

This form is intended to cover all of the areas that we believe are relevant to your application. We realise that to complete this form will require your time and effort but your information will help us to be as accurate as possible in our assessment. You may wish to read the whole form thorough before starting to answer.

**Please complete this form in black ink or typescript. Attach additional pages only if you wish to provide information not covered by this form.**

### POSITION APPLIED FOR

Part-time Training & Employment Support Officer

### Personal Details

Title e.g. Mr/Mrs/Ms etc.	Surname	Address	
Forename(s)			
Date of Birth		Postcode	
Nat. Ins. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Do you hold a full, clean driving licence?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Daytime telephone number (if convenient)		Home telephone number	

### Educational (Details of schools attended, examinations passed etc)

School Attended	From	To	Examinations Taken & Grades Attained

University/ College	From	To	Course Title & Grades Attained



**Professional Qualifications**

Please list below training courses you have completed which are relevant to the post you are applying for

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**Membership of Professional Bodies**

Name of Professional Bodies	Grade of Membership	Date Attained

**Most Recent Appointment**

Name and address of employer	Nature of business
Are you currently employed by this organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving
Title of appointment	Date appointed From: _____ To: _____
Current Basic Salary	Other pay benefits (bonuses, commission, pension etc)

Please give a brief description of the principle duties of your post

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**Employment History** (Please record your previous occupational experience)

Year and Month From To	Name of Employer Nature of Business	Job Title/ Main Duties/ Salary



**Statement of suitability**

Please use this part of the application form to describe how you meet the criteria for the job. If you need more space, attach a continuation sheet ensuring your name and position applied for are clearly marked.

**Referees** (Please list the names and addresses of two people who are capable of commenting on your ability, work history or character. Referees will not be contacted until a provisional offer is made)

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:
Relationship to Referee:	Relationship to Referee:

**Declaration**





**Information required for Protection Of Children and Vulnerable Adults check:**

Mr/Mrs/Miss/Ms (enter as applicable) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ National Ins No: \_\_\_\_\_

Surname: \_\_\_\_\_ Previous Surname(s): \_\_\_\_\_

All Forenames: \_\_\_\_\_

Please list **all** previous addresses below:-

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have all Convictions/cautions been declared? OR No Convictions/cautions to declare**

**Has the you had any involvement in or been the subject of any adult or child abuse investigation?**

**If Yes, please give dates, details and outcome of all incidents on separate page.**

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to an offer or contract of employment being withdrawn.

Signed \_\_\_\_\_

Date \_\_\_\_\_





FAILURE TO COMPLETE THIS SECTION WILL RESULT IN YOUR APPLICATION BEING REJECTED

## EQUAL OPPORTUNITIES MONITORING

This organisation is committed to equality of opportunity for all job applicants regardless of sex, marital status, age, ethnic background, perceived religious affiliation, political opinion or disability. It selects individuals suitable for employment solely on the basis of merit i.e., on the basis of eligibility in terms of ability, qualifications and aptitude for the work, and is also monitoring its activities to ensure that its equal opportunities policy is effectively implemented.

The application of equal opportunity is being monitored on the basis of a comparison of sex, marital status, disability and religious affliction of applicants. The question on community background is asked in order to fulfil our requirements under the Fair Employment legislation. It is therefore an offence under the Act for any person knowingly to give false information.

Please tick appropriate box

- |    |                          |                          |   |                 |   |                 |   |
|----|--------------------------|--------------------------|---|-----------------|---|-----------------|---|
| 1. | <b>SEX</b>               | Male                     | ف | Female          | ف |                 |   |
| 2. | <b>MARITAL STATUS</b>    | Single                   | ف | Married         | ف | Other           | ف |
| 3. | <b>AGE</b>               | 16-19                    | ف | 20-35           | ف | 35+             | ف |
| 4. | <b>ETHNIC BACKGROUND</b> | White European Community | ف | White other     | ف | Black Caribbean | ف |
|    |                          | Black African            | ف | Black other     | ف | Bangladeshi     | ف |
|    |                          | Indian                   | ف | Pakistani       | ف | Chinese         | ف |
|    |                          | Traveller                | ف | Other (specify) | ف | _____           |   |

### 5. COMMUNITY BACKGROUND

- I am a member of the Protestant Community
- I am a member of the Roman Catholic Community
- I am a member of neither the Protestant Community nor the Roman Catholic Community

### 6. DISABILITY

The organisation welcomes applications from people with disabilities.

The Disability Discrimination Act 1995 defines a disability as “... *A physical or mental impairment which has a substantial long term adverse effect on a person’s ability to carry out normal day-to-day activities*”.

Having read this definition do you consider yourself as having a disability? YES ف

NO ف



Access to Equal Opportunities Monitoring information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear.

The information will subsequently be transferred to the monitoring system operated by the Monitoring officer. This will be strictly controlled in accordance with the Code of Practice. Copies of the Equal Opportunities Policy are available on request from the Monitoring Officer, New Horizons, 45c Derry Road, Strabane, Co Tyrone, BT82 8DY