



African Rainbow Family
A World without Prejudice

AFRICAN RAINBOW FAMILY Job Application Form

Post Applied for:

Please complete this form fully using black ink or type. **C.Vs are not accepted.** Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

Letters	Numbers	Letter

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes ☐

No ☐

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes ☐

No ☐

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes ☐

No ☐

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:			
Postcode:			
Post Title:			
Date of Appointment:		Salary:	
Department / Section:			

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:		Last day of service (if no longer employed):	
Reason for leaving			

Section 3

Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:	
Address:	

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving
(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

**Last day of service
(if no longer employed)::**

**Reason for leaving
(if no longer employed):**

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Year	Qualifications and grades obtained
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School	Subjects	Year	Qualifications and grades obtained
Continue on a separate sheet if necessary			

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications		Year	Course Details
Membership of any Professional / Technical Associations- Please state level of Membership:			
Continue on a separate sheet if necessary			

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Year	Duration of Course
Continue on a separate sheet if necessary		

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile - Person Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes ☐

No ☐

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Children and Vulnerable Adults

The following information are required as the post you are applying for has a requirement for a Disclosure and Barring Service (DBS) check.

Enhanced Checks Only (refer to Job Application Pack)

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes ☐

No ☐

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

Yes ☐

No ☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes ☐

No ☐

If yes, please give details:

Section 10 Health

Number of days of sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Postcode	

Telephone N°:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

☐

No

☐

Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Postcode	

Telephone N°:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

☐

No

☐

Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK ☐

Irish ☐

White non-UK ☐

Any other White background
(please give details): ☐

D. Black or Black British

Black Caribbean ☐

Black African ☐

Any other Black background
(please give details): ☐

B. Mixed

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Any other Mixed background
(please give details): ☐

E. Chinese or other ethnic group

Chinese ☐

Vietnamese ☐

Any other ethnic background
(please give details): ☐

C. Asian or Asian British

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other Asian background
(please give details): ☐

F. I do not wish to provide this information ☐

Section 12 Recruitment Monitoring Form continued

Gender

Male ☐ Female ☐ Prefer not to specify ☐ I identify as:

Sex

Lesbian ☐ Gay ☐ Bisexual ☐ Transgender ☐ Non-binary ☐
Prefer not to specify ☐ I identify as:

Disability

Disability is defined as “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”.

Do you consider yourself to have a disability? Yes ☐ No ☐

If yes, please give details:

Present Status

Internal Applicant ☐ External Applicant ☐

Age Group

16-25 ☐ 26-35 ☐ 36-45 ☐
46-55 ☐ 56-65 ☐ 66-70 ☐
Over 70 ☐

Media

Please state where you saw this post advertised

Section 13 Declaration

B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

Thank you for your interest in this post. All applications received by email would be acknowledged by email.

If you would like to know if we have received your application form please enclose a stamped addressed envelope if you returned it by post.

If you return this application form without a signature, you will be asked to sign your application form at interview if shortlisted.

RETURNING THIS FORM



By Hand or Post:

African Rainbow Family
The Monastery
89 Gorton Lane
Manchester
M12 5WF

By E-Mail:

info@africanrainbowfamily.org

Enquiries:

Telephone: **+44 333 335 6326.**

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