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|  | **Northmoor Community Centre**  **95-97 Northmoor Road, Longsight, Manchester M12 5RT**  Charity No: 1091595 Company Ltd by Guarantee No: 4227867  0161 248 6823 [info@northmoorcommunity.org](mailto:info@northmoorcommunity.org)  www.northmoorcommunity.org |

**Application pack and guidelines**

Please read these notes carefully before completing the application form.

You should have received a job description and person specification with this application pack. *If you have not received a Job Description and Person Specification, please contact us immediately*.

**Job Description:** The job description describes the objectives and duties of the job for which you are applying. ***You should check that you feel able to undertake the duties of the job before applying.***

**Person Specification:**  The person specification describes the skills, experience, abilities and other factors we will be looking for when selecting applicants. Please read this carefully and address how you fulfil each point on the specification when answering question 3 of the application form.

**General information**

Please complete electronically or use black ink. Please complete each section.

CV’s will not be accepted in place of a completed form.

It is very important that you complete this form fully, giving concrete evidence of skills and experience where possible, however please do not send more than three pages of typed/written script in answer to questions 3.

Please make sure that we receive the form by the closing date **for the attention of Helen Cooley**. Late applications will not be considered. You can either post, email or hand deliver your completed application form. All applications received will be referenced. The successful applicant will be subject to an enhanced DBS check.

**If you are printing your application form:**

* Do not print this page, select your printing to start from page 2.
* Some pages are intentionally blank, this is to enable us to anonymise your application prior to shortlisting by removing your personal details.

**Please return your application form:**

By email: [David.Kay@northmoorcommunity.org](mailto:David.Kay@northmoorcommunity.org)

By post: FAO David Kay,

Northmoor Community Centre

95-97 Northmoor Road,

Longsight,

Manchester M12 5RT

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| **Northmoor Community Association Application form** | | | | | | | | | | | | | | Reference No.:  *Office use only* | | |  | |
| **Position** | |  | | | | | | | | | | | | | | | | |
| The information which you supply on this front page and the Equal Opportunities Monitoring Form will not be seen by those involved in the shortlisting process. | | | | | | | | | | | | | | | | | | |
| **Surname** | |  | | | | | | **Tel. daytime** | | | |  | | | | | | |
| **Forename(s)** | |  | | | | | | **Tel. evening** | | | |  | | | | | | |
| **Address and postcode** | |  | | | | | | **E-mail** |  | | | | | | | | | |
| **What is the best time of day to contact you about your application?** | | | | | | | |  | | |
| **References** – please give details of two people whom you have confirmed are willing to provide a reference for you. If possible, one should be your current or most recent employer. Please **do not** use a relative or partner as a referee as this will not be accepted. | | | | | | | | | | | | | | | | | | |
| **Referee 1** | | | | | | | **Referee 2** | | | | | | | | | | | |
| **Name** |  | | | | | | **Name** | | |  | | | | | | | | |
| **Position** |  | | | | | | **Position** | | |  | | | | | | | | |
| **Address and postcode** |  | | | | | | **Address and postcode** | | |  | | | | | | | | |
| **E-mail** |  | | | | | | **E-mail** | | |  | | | | | | | | |
| **Telephone** |  | | | | | | **Telephone** | | |  | | | | | | | | |
| **How does this person know you?** |  | | | | | | **How does this person know you?** | | |  | | | | | | | | |
| **Can we contact them prior to interview?** | | | Yes |  | No |  | **Can we contact them prior to interview?** | | | | | | Yes | |  | No | |  |
| Northmoor Community Association works with vulnerable adults and children, most positions are exempt from the 1974 Rehabilitation of Offenders Act. This means that we are able to ask candidates to disclose both unspent and spent convictions and any police record. Failure to disclose such convictions could result in your dismissal at a later date. Information will be treated as confidential and will be considered only in relation to applications for positions to which the order applies. This position will be subject to an enhance DBS check.  Have you ever been convicted of criminal offences? **Yes** No  If YES, give brief details below, or in a sealed envelope marked for the attention of the Centre Manager and send with this form. | | | | | | | | | | | | | | | | | | |
| I confirm that all the information on this application form is true and correct. | | | | | | | | | | | | | | | | | | |
| **Signed** | |  | | | | | **Date** | | | |  | | | | | | | |

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If you are printing your application form please select printing to start at page 2 and include this blank page.

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| **Application for (post)** |  | Ref. No.  *Office use only* |  |

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| **Q1A. Employment Details**  Starting with your current or most recent job, please give details of your previous work experience. You may wish to include voluntary work and work at home in addition to any paid employment. | | | |
| **Start date** | **End date** | **Name of employer, job title and brief description of duties** | **Reason for leaving** |
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| **Q.2** **Education and training details**  Please provide information about any education and training courses which you have undertaken and details of any qualifications you have received. Remember to include any short courses and courses which are relevant to this particular post. | | |
| **School, college, institution or training centre** | **Course** | **Qualification gained (if relevant)** |
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| **Q3. Suitability for the post**  Please explain and demonstrate how you meet the requirements of this post as outlined in the person specification, by ensuring that you address each of the points listed. The person specification lists the essential criteria necessary for doing this role. It is not enough to simply say you have done something, you need to say when and how the skills or experience were gained. How will your **skills, experience and** **personal qualities** enable you to carry out the requirements of this post?  **Please address every point on the person specification** and include examples. You may complete up to **three pages** in total (including this page).  If typing **Use Font Point 11. Any notes beyond 3 pages will not be included in the shortlisting.** |
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**Equal Opportunities and Diversity Monitoring Form**

This organisation is committed to equal opportunities and its managers have a duty to ensure that all recruitment decisions are based on criteria relevant to the job. We will not discriminate unfairly on the grounds of an applicant’s age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or perceived sexual orientation or membership of a trade union.

We monitor breakdown of all applicants for employment; it would be helpful if you would complete this. It will be kept separate from both the form and your personal details and will not be seen by those involved in the shortlisting process. Monitoring shows us where we need to act to meet our Equal Opportunities commitments.

This form isn’t part of your application form and will not be seen by the people who decide which applicants to interview. This information will be detached before your application is passed for short-listing.

**CONFIDENTIAL Please tick the appropriate option in each category.**

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| **Sex** | Female |  | Male |  | Prefer not to say |  |

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| **Age** | 18-24 |  | 25-34 |  | 35-49 |  | 50-64 |  | 65+ |  |

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| **What is your sexual orientation?** | | | | | | | | | | | |
| Heterosexual |  | Gay woman/ lesbian |  | Gay man |  | Bisexual |  | Other |  | Prefer not to say |  |

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| **What do you consider to be your ethnic group?** (See note 1 below) | | | |
| **White** |  | **White/Multiple ethnic group** |  |
| English/Welsh/Scottish/Northern Irish/ British |  | White and Black Caribbean |  |
| Irish |  | White and Black African |  |
| Gypsy or Irish traveller |  | White and Asian |  |
| Any other white background |  | Any other mixed/multiple ethnic background |  |
| **Asian/Asian British** |  | **Black/African/Caribbean/Black British** |  |
| Indian |  | African |  |
| Pakistani |  | Caribbean |  |
| Bangladeshi |  | Any other Black/African/Caribbean Background |  |
| Chinese |  | **Other ethnic group** |  |
| Any other Asian background |  | Arab |  |
|  |  | Any other ethnic group |  |

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| **Do you consider yourself to have a disability?** (See note 2 below) | Yes |  | No |  |

#### Notes

1) ‘Ethnic Group’ refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

2) ‘Disability’ means any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities. ‘Impairment’ – physical includes sensory impairments, mental includes mental illness or learning disability.

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| **Where did you first see this vacancy advertised?** |  |