



Application Form for Employment with Ryder-Cheshire Volunteers

Private and Confidential

Please read the following Guidance Notes before attempting to complete this document.

GUIDANCE NOTES

- ◆ Before completing this form, please read the RCV Recruitment Information Pack which is available as a separate document.
- ◆ If you wish to complete the form by hand, please print the whole document, fill in the appropriate sections using black ink and then return to us at the address below.
- ◆ If you wish to complete the form electronically you should note that the document is a protected form and you will only be able to input information into the shaded areas.
- ◆ To move from one shaded area or “field”, simply press the “Tab” key on your keyboard.
- ◆ If you wish to move backwards to a field, simply press the “Shift” key at the same time as the “Tab” key on your keyboard.
- ◆ To return by post please send the completed Application Form, marked ‘Private and Confidential’ to:
Beren Hopkins
Ryder-Cheshire Volunteers
E11 Holly Court
Holly Farm Business Park
Honiley
Warwickshire
CV8 1NP
- ◆ To return electronically, please email the whole document to beren.hopkins@rcv.org.uk
Note; if you do not wish to return item 15 electronically, please print it off and post to the above address.

POST APPLIED FOR:

NAME:

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01. PERSONAL DETAILS

Title Mr

Surname

First name(s)

Any previous surnames

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Address Line 6

Post Code

Contact Telephone N^{os}

Home

Work

Mobile

Email address

Please state where you saw the post advertised:

RCV

02. CURRENT OR LAST EMPLOYER

Please give details of your current or most recent employer. If you are working for yourself put 'self employed' under 'employer'. If you are currently unemployed or returning to work, please give details of your most recent job, however long ago it was.

Employer's Name	Address Line 1
	Address Line 2
Position Held	Address Line 3
	Address Line 4
	Address Line 5
	Address Line 6
	Post Code
Date Started	Date Finished
Current Salary	
Reason for Leaving	
Please Give a Brief Summary of Duties	
What Notice Period Does Your Employer Require?	

03. PREVIOUS EMPLOYMENT

Please list, detailing the most recent first.

N°	Position Held	Name of Employer and Location	Period of Employment	Brief Summary of Duties	Salary	Reason for Leaving
1						
2						
3						
4						
5						
6						
7						

05. JOB RELATED TRAINING/ PROFESSIONAL QUALIFICATIONS

(Include membership of professional institutes, non vocational training and state standard and level achieved)

Awarding Body/ Institute (most recent first –dates not required)	Qualifications/ Membership level

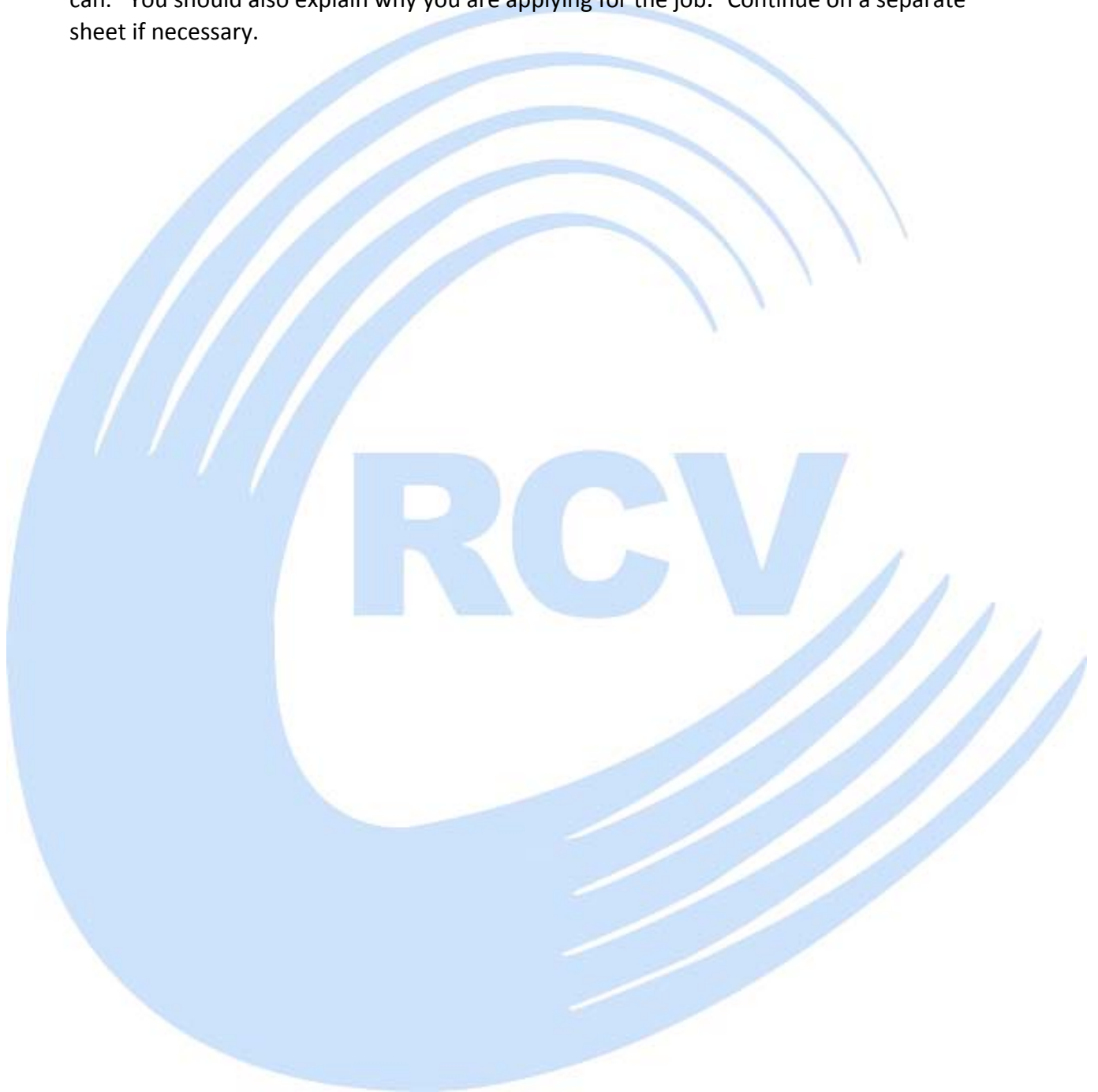
06. OTHER ACTIVITIES/ INTERESTS

Ryder-Cheshire Volunteers believes that life experience is as valuable as formal education. Taking this into account, please tell us something about yourself as a person, including leisure interests and voluntary work (including magistrate or local government duties). Continue on a separate sheet if necessary.

A large, light blue watermark of the RCV logo is centered on the page. The logo consists of the letters 'RCV' in a bold, sans-serif font, with a stylized circular graphic element behind them that resembles a hand or a wave.

07. SUPPORTING STATEMENT

This is an important part of your application and the *main short listing tool*. Drawing upon your experience, skills and qualifications you should demonstrate their relevance to the job that you have applied for in no more than *1000* words. Use the job description and person specification as a guide, and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job. Continue on a separate sheet if necessary.



08. REFERENCES

Please give details of two people who can provide an assessment of your suitability for the post. One of these must be your current or most recent employer. Any offer of employment made to you will be subject to satisfactory references. We will only contact your referees if we offer you the job and not before.

Name	Name
Position	Position
Relationship	Relationship
Address	Address
Postcode	Postcode
Telephone N°	Telephone N°
Email address	Email address

09. CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986. This means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you are required to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the CRB will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

No

If YES, please give details:

10. SICKNESS/ ABSENCE

How many days have you been absent from work due to sickness in the last two years?

If you have been absent more than five days please give reason(s) why.

11. WILLINGNESS TO TRAVEL

The person specification indicates that travel is a component of the role you are applying for. Please select as appropriate below.

Are you able to fulfil this role? Yes

Do you have access to a car for work purposes? Yes

Do you have a clean driving licence? Yes

(If no, please provide details)

12. DECLARATION

I confirm that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel, employee administration, equal opportunities, and monitoring purposes in accordance with the Data Protection Act 1988. In addition, and in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime.

I understand that, if offered a position with Ryder-Cheshire Volunteers, the organisation reserves the right to confirm the basis of any information brought to its notice which is relevant to the application, including approaching any former employers whether or not proposed as referees.

NB. Please note that if you are appointed and have knowingly withheld or provided false information, you are liable to dismissal without notice.

Signed

(Please insert name if filling out electronically)

Date

Please return this completed application, marked 'Private and Confidential' to:

Beren Hopkins
Ryder-Cheshire Volunteers
E11 Holly Court
Holly Farm Business Park
Honiley
Warwickshire
CV8 1NP

13. EQUAL OPPORTUNITIES POLICY STATEMENT

Ryder-Cheshire Volunteers is committed to the principles of equality of opportunity.

We apply this principle to how we recruit, how we treat our staff and volunteers and how we provide support to members and others.

We are determined to prevent discrimination or harassment, particularly on the grounds of:

- Race
- Sex
- Disability
- Offending background
- Age
- Sexual orientation
- Religion

The Management Committee (i.e. Board of Trustees) of Ryder-Cheshire Volunteers is responsible for ensuring that this policy permeates:

- Staff recruitment
- Staff development and training
- Grievance and disciplinary procedures
- Service delivery to members
- Content of our publications and written materials

The Board will monitor and review the content and operation of this policy on a regular basis, as part of the strategic planning process.

14. EQUAL OPPORTUNITIES MONITORING INFORMATION (England and Wales)

Applicants are asked to submit this information in sealed and separate envelope

In order to allow Ryder-Cheshire Volunteers to ensure that its equal opportunities policy is being carried out, please provide the information requested below. All information is for monitoring purposes only and will be treated in the strictest confidence. It will NOT be used in the decision making process. To this end, please tick the relevant boxes below

1. Post applied for
2. Where did you see this job advertised?
3. Gender Male Female
4. Marital status Married Single
5. Do you consider have a disability* Yes No
6. Ethnic background
 - a) White British Irish Welsh Scottish European/ Other
 - b) Mixed White and Black Caribbean White and Black African White and Asian Other mixed background
 - c) Asian or Asian British Indian Pakistani Bangladeshi Other
 - d) Black or Black British Caribbean African Any other Black background
 - e) Other ethnic groups Chinese Any other ethnic group Not stated