

**APPLICATION FOR EMPLOYMENT**

Please complete in **BLACK** ink as it may be necessary to photocopy your application. Please complete all sections in full.

Please return all completed applications to: [hr@ellenor.org](mailto:hr@ellenor.org) or **HR Department, ellenor Gravesend, Coldharbour Road, Gravesend, Kent, DA11 7HQ**

Please state where you saw this position advertised:	<b>Select</b>
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**PARTICULARS OF THE POST APPLIED FOR:**

Post Title:	
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<b>Eligibility to work in the UK:</b> You will be asked to provide evidence.		
Are there any restrictions on your right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are successful in your application for employment, would you require permission to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state restrictions and the expiry date of any permissions.		

**PERSONAL DETAILS:**

National Insurance number:		Title:	
Surname:		Previous surname:	
Forenames:			
Professional Registration No: (i.e GMC, NMC, etc)			
Address:			
Postcode:			
Telephone: (Home)		Mobile:	
Email:			

**EDUCATION**

School/College/University	Subject	Dates:	Qualification	Grade(s)

**PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES**

Qualification:	Training/Professional Body:	Registration No:	Expiry:

**OTHER RELEVANT TRAINING COURSES**

Course Title:	Training Body:	Dates:	Result/Grades:

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**CURRENT/MOST RECENT EMPLOYMENT**

Name and address of current/most recent employer:	Postcode:	
	Telephone No:	
Your job title:		
Current/finishing salary:	£	
Dates of Employment:	From:	To:
Reason for leaving:		
Notice period required:		
Outline of your present/most recent responsibilities:		

## EMPLOYMENT HISTORY

**(Starting with the most recent.) Please give details of all employment undertaken since leaving full-time education, include any paid employment and/or volunteering activities and include details of gaps in employment. (Continue on a separate sheet if necessary.)**

Name and address of organisation/company:	Position held, plus a brief description of duties:	Date from: (month/year)	Date to: (month/year)	Reason for leaving:

**SUPPORTING STATEMENT**

Please outline your reasons for applying for this post at ellenor. Include details of the skills, knowledge and any relevant experience and training you feel you have which would mean you may be successful in the role. Please refer to the job description and person specification and include any other information you consider relevant (*use a continuation sheet if necessary*).

What activities outside work interest you? (State any positions held you consider relevant.)

## REFERENCES

Please provide the names and contact details of **two employer referees** to cover the last 5 years. One must be your **present or most recent employer** or your school/college if you are a student. They should be able to provide information relating to your experience and qualifications for this position.

**Friends, relatives or work colleagues are not acceptable as referees.**

Name:		Capacity in which known to you:	
Company Name and Address:		Email:	
		Telephone No:	
Name:		Capacity in which known to you:	
Company Name and Address:		Email:	
		Telephone No:	

***References will be sought after an offer of appointment has been made and your permission has been given.***

Do you hold a full current driving licence:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you own/have access to a car?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**DECLARATION: (Please read this section carefully before signing your application.)**

1. I confirm that the information included in this application is complete and correct and that any untrue, misleading or withheld information will give **ellenor** the right to reject my application, to withdraw any offer of employment or, if employed, to effect instant dismissal without notice.
2. I acknowledge that my employment with **ellenor** is subject to satisfactory references, health check and, where appropriate, a DBS check.
3. I consent to **ellenor** processing my personal data, as well as my sensitive personal data, given here (and on the Equality and Diversity Monitoring Form for the purposes of Equality and Diversity Monitoring) for purpose of my employment, for administrative and for the purpose of complying with applicable laws, regulations and procedures.

Signature of Applicant:	
Date:	

**If you have not heard from us within two weeks of the closing date, your application has not been successful. We regret it is not possible for us to reply to everyone personally.**

## EQUALITY AND DIVERSITY MONITORING FORM

In accordance with our Equality and Diversity Policy, we monitor job applications to ensure that we provide equality to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, pregnancy and maternity. So that we can assess the success of this policy, we have set up a system for monitoring all job applicants. We would be grateful if you would complete the questions on this monitoring form. We have asked for your name to enable us to monitor applications at the shortlisting and appointment stage. All information supplied will be treated in confidence and will not be seen by any staff directly involved in the appointment. The monitoring form will be detached from the application form, stored separately, and used solely to provide statistics for monitoring purposes.

The information you provide will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of **ellenor's** recruitment regarding equality and diversity issues.

<p><b>Diversity Information:</b> This allows us to be able to observe the diversity of our employees. You do not have to answer any of these questions, but we'd be appreciative if you would.</p>	
<p><b>Your Gender:</b></p> <p><input type="checkbox"/> Prefer not to say</p> <p><input type="checkbox"/> Male (Including Trans Male)</p> <p><input type="checkbox"/> Female (Including Trans Female)</p> <p><input type="checkbox"/> Non-binary</p> <p><input type="checkbox"/> Other Gender Identity</p>	<p><b>Is your Gender Identity the same as the gender assigned at birth?</b></p> <p><input type="checkbox"/> Prefer not to say</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Your Nationality:</b></p> <p><input type="checkbox"/> Prefer not to say</p> <p><input type="checkbox"/> British or mixed British</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Welsh</p> <p><input type="checkbox"/> Any other</p> <p><b>If you have chosen any other, please specify:</b></p> <p><b>Your religion/belief:</b></p> <p><input type="checkbox"/> Prefer not to say</p> <p><input type="checkbox"/> Atheist</p> <p><input type="checkbox"/> Buddhist</p> <p><input type="checkbox"/> Christian</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> No religion</p> <p><input type="checkbox"/> Other religion or belief</p> <p><b>If you have chosen other religion/belief, please specify:</b></p>	<p><b>Your ethnicity:</b></p> <p><input type="checkbox"/> Prefer not to say</p> <p><b>White</b></p> <p><input type="checkbox"/> English, Welsh, Scottish, Northern Irish or British</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Any other White background</p> <p><b>Dual Heritage</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Dual Heritage background</p> <p><b>Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p> <p><b>Black, African, Caribbean or Black British</b></p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black or African or Caribbean background</p> <p><b>Other ethnic group</b></p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other ethnic background</p>

	<b>If you have chosen any other ethnic background, please specify:</b>
<b>Your Sexual Orientation, please specify:</b>	

**All information contained in this form and any attachments will be treated in the strictest confidence and will be retained under the Data Protection Act 1998.**