



# Richard Watts and The City of Rochester Almshouse Charities

## Application for Employment

Please complete using black ink or type.

Job Applied for:	
Reference No.:	
Closing Date:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Name:	
Where did you see this post advertised?	

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form**

Please ensure that you complete **ALL** sections.  
Your application will be treated in the strictest confidence.

### General Information About You

Home Address	Address for communications (if different)
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Telephone No. Home:	<input type="text"/>	Alternative Telephone No:	<input type="text"/>
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May we contact you here? Yes  No  May we contact you here? Yes  No

Email Address:
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Do you have a current UK driving licence (if applicable)? Yes  No

Do you have any current endorsements?

Yes  No

If yes, please give brief details

If you are successful, when could you start this job?

### Employment

**Present or most recent employment details.**

Name and Address of Employer:

Job Title:

Salary:

Date started:

Date of leaving:  
(if applicable)

Main duties and responsibilities: Please use a separate page if necessary

### Qualifications Achieved from Secondary, Higher and/or Further Education

School/College/University	Qualifications	Grade & Year taken
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attended	(include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	(if any)

**Previous Employment:**

Name and full address of Employer	Dates	Job Held

**Membership of Professional Organisations and Institutions**

Name	Date achieved	Membership status	By examination (Yes/No)

**Other Skills and Interests – including languages (spoken/written), computers, etc.**

(Please include details of any public duties, community or voluntary work experience)

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**Work Permit**

Do you need a work permit to be employed in the UK?      Yes         No  

**National Insurance Number**

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

## Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

### Reference 1

Name:

Relationship to  
you

Address:

Email Address:

Tel. No:

May we contact prior to interview?

Yes  No

### Reference 2

Name:

Relationship to  
you:

Address:

Email address:

Tel. No:

May we contact prior to interview?

Yes  No

## Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to the Charity's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau. For all other posts, only unspent cautions or convictions need to be disclosed.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes  No

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

### Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made. Richard Watts Charities retain on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.

## DISABILITY STATEMENT

**Richard Watts Charities aim to be a fair employer and is committed to equality of opportunity for disabled people. Applications from disabled people are welcome. All disabled applicants who meet the minimum criteria will be guaranteed an interview. At interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.**

**In order to help us fulfil our aims, please answer the following questions:**

1. Do you consider yourself to be disabled?

Please tick box                      Yes                          No   

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

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

Please tick box                      Yes                          No   

2. Is there anything you would particularly like to tell us about your disability?

3. If you wish us to arrange for any of the following to be available, if you are called for an interview, please tick.

- |  |   |
|--|---|
| <input type="checkbox"/> induction loop or other hearing enhancement | <input type="checkbox"/> sign language interpreter (please state type)                    |
| <input type="checkbox"/> Keyboard for written tests                  | <input type="checkbox"/> someone with you at the interview (e.g. advocate or facilitator) |
| <input type="checkbox"/> Assistance in and out of vehicle            | <input type="checkbox"/> accessible car parking   |
| <input type="checkbox"/> Wheelchair access                           | <input type="checkbox"/> accessible toilet  |

<input type="checkbox"/> Other assistance (please specify)	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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This information is to enable appropriate, reasonable accommodations to be made to our selection processes and to provide facilities where necessary.

**It will be treated as confidential.**  
Thank you for providing this information.



**As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce.**

I would describe myself as (please tick one of the boxes below)	
<b>ETHNIC GROUP</b>	
<b>White</b>	<input type="radio"/> British <input type="radio"/> Irish <input type="radio"/> Any other White background (please specify)
<b>Mixed</b>	<input type="radio"/> White and Black Caribbean <input type="radio"/> White and Black African <input type="radio"/> White and Asian <input type="radio"/> Any other mixed background (please specify)
<b>Asian or Asian British</b>	<input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Bangladeshi <input type="radio"/> Any other Asian background (please specify)
<b>Black or Black British</b>	<input type="radio"/> Caribbean <input type="radio"/> African <input type="radio"/> Any other Black background (please specify)
<b>Chinese</b>	<input type="radio"/>
<b>Any other Ethnic Group</b>	<input type="radio"/>
Please specify	
Male <input type="radio"/> Female <input type="radio"/>	

<b>Age Range (Please tick)</b>	<input type="radio"/> Up to 19 <input type="radio"/> 20 – 25 <input type="radio"/> 26 – 35 <input type="radio"/> 36 – 45	<input type="radio"/> 46 – 55 <input type="radio"/> 56 – 65 <input type="radio"/> over 65
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