

Vision 21 (Gloucestershire) Ltd Employment Application Form

Please complete this Application Form in black ink or type and return to:

info@vision21.org.uk

or post to Vision 21 197 London Rd., Cheltenham, GL52 6HU

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Last name:**  | **First Name:**  |
| **Address:** | **Home telephone:****Mobile telephone:****Email address:** |
| **Position applied for:****Chief Executive Officer****Part Time** | **How did you find out about this post?****(advert, internet, word of mouth etc):** |
| **Are you entitled to work in the UK?****YES/NO\* (\*delete as appropriate)** | **Driving Licence No.****Do you have a Clean, Current Driving Licence? YES/NO\*** |

**EDUCATION – most recent first**

|  |  |  |
| --- | --- | --- |
| **Dates (years)** | **School, College or University** | **Relevant Qualifications and Grade** |
| From | To |
|  |  |  |  |

**VOCATIONAL COURSES – most recent first**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Course** | **Qualifications** |
|  |  |  |

EMPLOYMENT HISTORY – most recent first

Please give details of the jobs you have held and include in this any periods of unemployment, and temporary/voluntary employment.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer’s name, address** | **Position held, duties, responsibilities and reasons for leaving** |
| **From** | **To** |
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#### ADDITIONAL INFORMATION

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| --- |
| Please describe why you feel you are suited to the position. Information should be limited to around 300 words. |

#### MANAGING THE ROLE PART TIME

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| --- |
| Please describe what you think the challenges of managing a small charity and how you will overcome them? Information should be limited to 300 words. |

**REFEREES**

Please give details of two people (not relatives) willing to offer references on your behalf.

|  |  |
| --- | --- |
| **Referee 1 (current/most recent employer)** | **Referee 2** |
| **Name**: | **Name**: |
| **Job Title**: | **Job Title**: |
| **Address**: | **Address**: |
| **Tel No**: | **Tel No**: |
| **Email**: | **Email**: |
| **Relationship**: | **Relationship**: |

Under GDPR, Vision 21 is required to notify applicants and prospective employees on how their data will be processed and used. All of this application from will be retained by Vision 21 for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record.

Equal opportunities form is for monitoring purposes only in order to improve upon how and where we advertise vacancies.

**Statement**

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made.

I confirm I am not subject to immigration control (Asylum & immigration Act 1996, section 80).

Signed Date

**EQUAL OPPORTUNITIES MONOTORING FORM**

**Please ensure that you complete this form**

Vision 21 is an equal opportunities employer. All job applicants are treated fairly and appointed only on the basis of their suitability for the job.

In order to effectively monitor all stages of the recruitment process to ensure that discrimination does not take place, all applicants are required to complete this form as far as possible.

**Gender:**

Female Male Other Prefer not to say

**Age group:**

Under 25 26-34 35-44 45-54 55-60 61+

###### Ethnicity: *Choose one option that best describes your ethnic group or background*

**A White**

British Irish Any other White background

 (please describe)

#### B Mixed/Multiple Ethnic Groups

White and Black Caribbean White and Black African

White and Asian Any other mixed/multiple ethnic

background (please describe)

#### C Asian or Asian British

Indian Pakistani Bangladeshi Chinese

Any other Asian background

(please write in)

#### D Black/African/Caribbean or Black British

Caribbean African Any other Black/African/Caribbean background (please describe)

#### E Other ethnic groups

Arab Any other ethnic group

 (please write in)

Disability **I consider myself to be someone who has disability**

Yes/No

(please delete appropriately)