

Application & Monitoring Form

Leeds Love It Share It

Please complete all sections of the application form. Additional information that supports your application may be attached, though is by no means necessary.

If you have any questions about the application form, person specification or role, please contact Simon Moore on simon.moore@ourfutureleeds.org

Please return the application form to simon.moore@ourfutureleeds.org, saved either as a **.doc** or **.pdf** file.

The closing date for the return of applications is **Midnight on Thursday 11th November 2021**, with interviews taking place on Wednesday 24 November 2021.

Personal Information

Position applied for:

Full name:

Pronouns: (e.g. she/her, they/them)

Home address:

Phone number(s) where we can contact you:

Email address:

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013?

Yes/No

If yes please outline below. This will not affect your application if not relevant to the job.

Have you got the right to work in the UK?

Yes/No/Temporarily

References: Please give details of two referees who are willing to support your application. One of these should be your most recent employer, if this is not possible please provide a brief explanatory note.

Referee 1

Full name:

Address:

Email:

Phone:

May this person be approached before any interview? Yes/No

How is this person known to you?

Referee 2

Full name:

Address:

Email:

Phone:

May this person be approached before any interview? Yes/No

How is this person known to you?

Declaration: I declare that to the best of my knowledge the information provided in this application is correct. I understand that any false or misleading information may render my contract, if I am appointed, liable to termination.

Signed:

This above will be detached from your application prior to assessment.

Application Form

Position applied for:

1. Education and training:

Please give details of any relevant qualifications or training, including part- time courses. Continue on a separate sheet if necessary.

Institution/school/training provider	Qualification	Date

2. Employment and voluntary work history.

Continue on a separate sheet if necessary.

Job title	Employer	Dates	Brief summary of duties

3. Person Specification

Keeping to a word limit of 1,000 words, please tell us why you wish to apply for this post, and give details of your relevant knowledge, skills and experience. Please provide specific examples of how you meet the criteria as outlined in the Person Specification in this role's Application Pack. Continue on a separate sheet if necessary.

4. Are there areas of responsibility in the job description for which you may require special training or induction?

5. Where did you see this post advertised?

Monitoring form

The information you supply on this form is kept separately from your application details. We only use these details to help us monitor our Equal Opportunities policy.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.

We would particularly like to encourage applications from women, trans, non-binary, people of colour / black or brown people, disabled people, and people of migrant backgrounds who are currently underrepresented in the project. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate less well represented in our organisation.

Please only answer questions that you feel comfortable answering

Do you have any accessibility requests that you would like us to make in the interview process in view of a disability or health issue?	
Gender:	
Sexuality:	
Disabilities or long-term health conditions:	
What is your date of birth?	<i>DD/MM/YYYY</i>
Ethnicity:	
Religion or belief:	