

Kirkgate Centre Application Form

The Kirkgate Centre, 39A Kirkgate, Shipley, BD18 3EH

Post Title	Cafe Coordinator	Application Number (office use only)
Closing Date	Friday 10th November 2017	

The Kirkgate Centre is committed to fair recruitment procedures. To eliminate practices that may discriminate against some applicants, we will not consider applications which have been submitted past the deadline or where this form has not been fully completed.

1. Personal Details

First Name(s)	Last Name
Address	
Telephone Number (daytime)	Telephone Number (evening)
Facsimile Number	Email address
May we contact you at work if necessary? (We will always be discreet about this)	Yes/No* *Please delete as necessary

2. References & eligibility

Please give the name and address of two referees who can comment on your ability to do this job. One of these should be your current or most recent line manager; if you have been in education rather than in employment, you may give an academic tutor or similar. Your referees should both know you professionally as opposed to being friends and neither should be related to you. Among other things, referees will be asked to comment on your attendance and disciplinary record; in signing this form you are giving your consent to us asking these questions. We will take up references only after interview and only with your knowledge. All offers of employment are subject to receipt of satisfactory references.

Name	Name
Address	Address
Telephone	Telephone
Capacity in which known	Capacity in which known

As far as you know, do you have a relationship with any member of staff or Trustee of the Kirkgate Centre ? Yes/No* If yes, please give details:

* Please delete as necessary

Do you have any criminal convictions that may be relevant to this post?

Yes/No* *Delete as necessary*

If yes, please give details:

Please note that due to the nature of this post, the successful applicant will be subject to full DBS criminal record checks.

3. Statement

The information submitted in this application form constitutes the basis of a contract of employment; if I am offered the post and it is subsequently discovered that I have wilfully given false information I will be liable for dismissal. The Kirkgate Centre may require proof of any statements made on this form, including qualifications.

I confirm that the information presented is correct to the best of my knowledge and I consent to the Kirkgate Centre checking any information I am unable to verify personally.

Signed	Date
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4. Education

List your formal relevant educational qualifications. Include the level attained or its nearest equivalent (e.g. A-Level, NVQ Level 2, etc).

From	To	Course	Institution	Qualification/Level

5. Training

Please tell us about any relevant professional training you have received or are currently undertaking which you feel may be relevant to this post.

Organising Body and level achieved	Course name and description	Year

6. Employment

Your present or most recent employer: briefly describe your duties and responsibilities and include details of any voluntary work which may be relevant.

Present or most recent employment

From	To	Name/Address of employer	Job title & key responsibilities

Reason for leaving if no longer there.

How much notice do you have to give?

Previous Employment

From	To	Job title & employer	Reason for leaving

7. Suitability for this post

PLEASE READ CAREFULLY

The information you provide in this section will be used in assessing your suitability for this post. A decision about whether or not to interview you will largely be based upon this statement.

Please ensure you:

1. Read the job description carefully
2. Type your answers in no less than 12 point type. The panel cannot be responsible for illegible applications.
2. Outline your reasons for applying for this post, addressing each element of the *Person Specification* in turn. Please include personal qualities, skills, practical experience and achievements.
3. We strongly recommend that you use each element of the *Person Specification* as a heading to structure your answers. This helps you ensure you have addressed every element, and greatly helps the panel assess your application

Please limit your statement to three sides of A4 paper

Your application checklist

Have you:

- Completed all the sections in this form?
- Signed the declaration on Page 2?
- Addressed every point in the Person Specification in your statement on page 5?
- Completed the Recruitment Monitoring Form below?

The application and monitoring sections will be separated on receipt, and the shortlisting panel will only see sections 4 to 7.

If you are invited to interview you will be asked to sign your application form on arrival.

Please email this application and monitoring form to admin@kirkgatecentre.org.uk.

Or post to: **Recruitment, The Kirkgate Centre, 39A Kirkgate, Shipley BD18 3EH**

Please remember that the closing date is Friday 10th November and we cannot accept late applications.

Thank you for applying to join our team.

Recruitment Monitoring Form

STATEMENT OF POLICY

The Kirkgate Centre is an equal opportunities employer and uses objective criteria to assess potential suitability for jobs.

Every applicant is shortlisted and interviewed against the same criteria and interview questions.

We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of, for example, race, ethnicity, national origin, religion or belief, age, gender, parental or marital status, sexuality or disability. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity, support and training to enable them to progress in the post. The Kirkgate Centre is committed to continual professional development and investment in our employees.

MONITORING

All applicants are asked to complete the monitoring form below to help us understand how we are reaching all parts of our community. You are not obliged to answer any questions, but the more information you supply the more complete our understanding will be. If you choose not to answer any questions it will not affect your application. The selection panel will not see this form and the information you supply is anonymous confidential, will be used solely for the monitoring process described above, and all forms are shredded once the information has been collated.

POST APPLIED FOR: _____

ETHNIC GROUP: Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.	A. White	<input type="checkbox"/> British
		<input type="checkbox"/> Irish
		<input type="checkbox"/> Other White background, please write in:
	B. Mixed	<input type="checkbox"/> White and Black Caribbean
		<input type="checkbox"/> White and Black African
	<input type="checkbox"/> White and Asian	
	<input type="checkbox"/> Any other Mixed background, please write in:	
	C. Asian Or	<input type="checkbox"/> Indian
	Asian	<input type="checkbox"/> Pakistani
	British	<input type="checkbox"/> Bangladeshi
		<input type="checkbox"/> Any other Asian background, please write in:
	D. Black or	<input type="checkbox"/> Caribbean
	Black	<input type="checkbox"/> African
	British	<input type="checkbox"/> Any other Black background, please write in:
	E. Chinese	<input type="checkbox"/> Chinese
	or	
	other ethnic	<input type="checkbox"/> Any other, please describe:
	group	

What is your sexual orientation?	<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman/lesbian <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
GENDER:	<input type="checkbox"/> Female <input type="checkbox"/> Male
RELIGION/BELIEF:	
AGE GROUP:	<input type="checkbox"/> under 30 <input type="checkbox"/> 31 - 44 <input type="checkbox"/> 45 and over
I CONSIDER MYSELF TO HAVE A DISABILITY:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, would you like to tell us more?

If yes, would you like to tell us more?

Please return both parts of your application form to:
 admin@kirkgatecentre.org.uk or post to: **Recruitment, The Kirkgate Centre, 39A
 Kirkgate, Shipley BD18 3EH**