



LEICESTERSHIRE AIDS SUPPORT SERVICES EMPLOYMENT APPLICATION FORM

Application for post of: _____

(Please enter job title above)

Please complete clearly, and return this application by the closing date to the following address or email back to Tom Robson, Company Administrator: tom@lass.org.uk. If you email the form you will be asked to sign if accepted for the post.

Post to: LASS, The Michael Wood Centre, 53 Regent Road, Leicester LE1 6YF.

Closing Date for applications: 12:00 Noon on 21st April 2011

Please type or write clearly.

PLEASE NOTE: Curriculum Vitae's will only be accepted with a completed application form. Please type or write clearly.

PERSONAL DETAILS

First Name(s):	Last/Family Name:
Telephone (Day):	Telephone (Eve):
Mobile:	Fax:
Email:	
Full Address:	
Post Code: _____	

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EDUCATION (start with most recent)

School / College / University	Dates	Qualifications gained	Grades

OTHER TRAINING (Start with most recent)

Body	Nature of Training	Dates

PRESENT EMPLOYER or VOLUNTEERING PLACEMENT

Post Held:	Salary:
Employer's Name & Address:	
Employer's Telephone Number:	
Date of Appointment:	Length of Notice Required:
Brief Description of Duties:	

PREVIOUS EMPLOYMENT (If any) (up to last 3 positions)

Employer	Job Title	Salary	Dates	Reason for leaving

APPLICATION CRITERIA

Why do you want to work with LASS

Explain how your skills experience and knowledge match the job role and person specification. Use an extra sheet if you need:

IF YOU ARE INVOLVED IN ANYTHING ELSE – ACTIVITIES, INTERESTS, VOLUNTEERING AND /OR HOBBIES THAT IS RELEVANT TO THE POSITION YOU ARE APPLYING FOR PLEASE TELL US HERE.

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REFERENCES

Please give details of two referees. Where possible, one of these should be your last or most recent employer / volunteering manager.

Name:	Name:
Position held:	Position held:
Address:	Address:
Telephone:	Telephone:
Email Address:	Email Address:
Fax:	Fax:

We will only ask for references if we make you a formal offer of employment.

HEALTH, MEDICAL & PARTICULAR REQUIREMENTS

Do you have any medical conditions or “disability” that we should be aware of?

HOW DID YOU HEAR OF THIS POST?

DECLARATION:

“I declare that the details given in my application are to the best of my knowledge true. I understand that any offer of appointment would be subject to satisfactory references, a criminal records check at ‘Enhanced’ level through the ‘Criminal Records Bureau’ (*see statement below*) and confirmation of qualifications and of my legal entitlement to work/employment.

I also give permission for my information to be used by LASS for the purposes of my job application, for statistical monitoring and my possible involvement in LASS which I understand will be processed by you in line with the ‘Data Protection Act’ and your ‘Confidentiality Policy’.

Signature: _____ **Date:** _____

EQUAL OPPORTUNITIES & EMPLOYING PEOPLE WITH CRIMINAL CONVICTIONS

“As LASS believe in the potential for change and are committed to promoting equality of opportunity for all and in avoiding generalised stereotyping and labelling of people, we welcome applications from people from diverse backgrounds, including those with criminal convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Due to the nature of our work, LASS meets the requirements in respect of exempted questions under the ‘Rehabilitation of Offenders Act 1974’. Consequently, all applicants who are offered employment will be subject to a criminal record check from the ‘Criminal Records Bureau’ at ‘Enhanced’ level before their appointment can be confirmed. This will include details of cautions, reprimands, final warnings & convictions.

But having a conviction will not necessarily prevent a person from becoming employed with us. This will depend on the circumstances and background to the conviction, the person as they now are and the nature of their involvement. In the past, people with various convictions have been involved with the organisation.”

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Responding to the challenges of HIV & AIDS

Equal Opportunities Monitoring Form

In accordance with our policy on equal opportunities in employment, LASS will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or belief, marital status, age or disability.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. This information will be detached from your application and will not be used for short-listing or appointment purposes and all information will be treated in confidence.

This information will be detached from your application and not used in the short listing process.

Name of post applied for:

Gender:		Ethnic Origin		Sexual Orientation	
Male	<input type="checkbox"/>	White	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Female	<input type="checkbox"/>	Black	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Bi-Sexual	<input type="checkbox"/>
Other	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
_____		Indian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Age		Pakistani	<input type="checkbox"/>	No Answer	<input type="checkbox"/>
Under 18	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	_____	
18 – 30	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Do you have any	
31 – 40	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Disabilities?	
41 – 59	<input type="checkbox"/>	Other	<input type="checkbox"/>	Yes	<input type="checkbox"/>
60 +	<input type="checkbox"/>	No Answer	<input type="checkbox"/>	No	<input type="checkbox"/>