

LEICESTERSHIRE AIDS SUPPORT SERVICES EMPLOYMENT APPLICATION FORM

Application for post of Direct Services Support and Advocacy Worker

Please complete all sections clearly, and return this application by the closing date to: LASS, The Michael Wood Centre, 53 Regent Road, Leicester LE1 6YF or by email to: Tom Robson, Company Administrator: tom@lass.org.uk. Closing Date for applications: 12:00 Noon on 19th December 2011. Interviews will be held on 20th December 2011.

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

Personal Details

Forename		Surname	
Telephone		Mobile	
Postal Address (inc postcode)		Email Address	

Are you a British citizen or a national of any EU country? (please circle)	Yes <i>(Move to next page)</i>	No
If not, do you have the right to work in the UK and a current work permit?	Yes <i>(Move to next page)</i>	No
If so, please state the expiry date of your right to work in the UK and/or your work permit.	Date:	

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Education

Please start with most recent

School / College / University	Dates	Qualifications gained	Grades

Other Training

Please start with most recent

Body	Nature of Training	Dates

Present Employer or Volunteering Placement

Please leave blank if not currently working or volunteering

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

Previous Employment

Last 3 positions (can also include volunteer work or student placements)

Employer	Job Title	Salary	Dates of employment	Reason for leaving

Why do you want to work with LASS?

Explain how your skills experience and knowledge match the job role and person specification.

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.

References

Please give details of two referees. Where possible, one of these should be your last or most recent employer or volunteering manager. We will only ask for references if we make you a formal offer of employment.

	Reference 1	Reference 2
Name		
Position Held		
Email Address		
Telephone Number		
Postal Address		

How did you hear of this post?

Disabilities

If you require any special arrangements to be made for your interview and/or assessment on account of a disability, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your interview and/or assessment and thus meet our obligations under the equality act 2010

Declaration:

I declare the details given in this application are to the best of my knowledge true. I understand that any offer of employment is subject to satisfactory references. I agree to undertake a criminal records check at 'Enhanced' level through the Criminal Records Bureau' (*see statement below*). I understand LASS may request confirmation of my qualifications will check my legal entitlement to work in the UK.

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 in line with the Data Protection Act and LASS' Confidentiality Policy.

Signature: _____ **Date:** _____

Employing People With Criminal Convictions

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 employment can be confirmed. This will include details of cautions, reprimands, final warnings & convictions.

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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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 because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

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. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Please circle your answer or

1 Gender:

Male / Female

2 Age

18-29 30-49 50-65 65-74 75+

3 Marital status

Married / Single / Other

4 Do you have responsibility for dependants?

Yes / No

5 Do you have any disabilities?

YES/NO

6 Ethnic origin

Please mark with an x

	White	Black	Asian	Chinese	Mixed
British					
English					
Scottish					
Welsh					
Irish					
Caribbean					
African					
Indian					
Pakistani					
Bangladeshi					
European					

Other (Please specify):