## **Leeds Older People’s Forum Application Form**

### **Suite C24, Joseph’s Well, Hanover Walk, Leeds LS3 1AB (0113) 244 1697**

| **Post Title** |  | Application Number (office use only) |
| --- | --- | --- |
| **Closing Date** |  |

Leeds Older People’s Forum is committed to fair recruitment procedures. To eliminate practices which may discriminate against some applicants, we will not consider applications where this form has not been fully completed.

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

| Where did you hear about this job? |  |
| --- | --- |

# References

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 employer; 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. Your 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**  |
| **Email** | **Email** |
| **Capacity in which known** | **Capacity in which known** |

| As far as you know, do you have a relationship **Yes/No**  If yes, please give details:with any staff or Trustee Board member of Leeds Older People’s Forum? \* Please delete as necessary |
| --- |

| Do you have any criminal convictions which **Yes/No**  If yes, please give details: may be relevant to this post ? (You are not required to reveal any convictions which are spent under the Rehabilitation of Offenders Act 1974; )\* Please delete as necessary |
| --- |

 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. Leeds Older People’s Forum 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 Leeds Older People’s Forum checking any information I am unable to verify personally.

| Signed  | Date |
| --- | --- |

**Education**

| From | To | Course | Institution | Qualification/Level |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

# Training

Any relevant non-qualification courses attended

| Organising Body | Course | Year |
| --- | --- | --- |
|  |  |  |

**Employment**

Please do not leave any unexplained gaps in this section

# 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 |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Suitability for this post**

Please use this section to demonstrate that you have the necessary experience, knowledge & skills for the post as laid out in the Person Specification. Your experience, knowledge & skills may have been gained from unpaid work/volunteering and/or home activities as well as from paid work. It is in your best interest to focus on the requirements of the post as listed in the Person Specification, preferably describing how you meet each requirement in turn. You may, if you wish use up to **1 additional side of A4** if you need to.

|  |
| --- |

Have you:

* Completed all the sections in this form?
* Signed the declaration on the second page?

You may return the Equal Opportunities monitoring sheet by email or post.

Please mark your application **“Confidential–Application”** and return it by email to info@opforum.org.uk or by post to the address below.

#### Thank you for applying to work with us

### **Suite E1, Joseph’s Well, Hanover Walk, Leeds LS3 1AB (0113) 244 1697**