

Application form

The following information will be treated in the strictest confidence.

Application for the post of

Personal Details

Title	<input style="width: 95%; height: 20px;" type="text"/>	Do you hold a current full driving licence? <i>(please tick)</i>
First name	<input style="width: 95%; height: 20px;" type="text"/>	Yes No
Surname	<input style="width: 95%; height: 20px;" type="text"/>	Do you have regular use of a vehicle for work? <i>(please tick)</i>
Address	<input style="width: 95%; height: 60px;" type="text"/>	Yes No
Postcode	<input style="width: 95%; height: 20px;" type="text"/>	(Your car insurance must cover you for business mileage)
Mobile telephone	<input style="width: 95%; height: 20px;" type="text"/>	Are you legally able to work in the UK? <i>(please tick)</i>
Home telephone	<input style="width: 95%; height: 20px;" type="text"/>	Yes No

(Discretion will be used when contacting you on these numbers)

E-mail address

Current Employment / Voluntary Work

(Please list your most recent employment first)

From	To	Position	Employer/Organisation (full name & address)	Brief details of duties

Reason for leaving

Salary £

Previous Employment / Voluntary Work

This section should be used to tell us about your experience from current and previous employment/voluntary or unpaid activities. Please list the most recent first.

From	To	Position	Employer/Organisation (full name & address)	Brief details of duties & reason for leaving

Education and Training

Please give brief details of courses you have attended including work based training and your examination results. Please list the most recent first.

Name of Establishment	Examination results (subject, level, grade)

Applicants should account for any significant periods of time not covered by their employment / voluntary history or their education and training details. This information should be recorded in the Skills, Abilities, Knowledge and Experience section below.

Skills, Abilities, Knowledge and Experience

The detail you give in this section forms a significant part of your application and so please read the job description and person specification before you complete this section.

Membership of Professional Bodies

Organisation	Grade / level of membership	Date obtained

References

Please give the name, address and contact number of two people who can provide us with an assessment of your suitability for the post.

One of these people must be employed by your current or most recent employer. If you require us to obtain your consent before we contact a referee please put an 'X' in the box.

Please note: A job offer will not be confirmed without two satisfactory references.

First reference

Consent required

Name	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>		
Job title	<input type="text"/>	Connection with you	<input type="text"/>
Email address	<input type="text"/>		

Second reference

Consent required

Name	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>		
Job title	<input type="text"/>	Connection with you	<input type="text"/>
Email address	<input type="text"/>		

Declaration

Rehabilitation of Offenders Act (1975)

I understand that failure to declare unspent convictions will result in the withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal. I understand that WheelPower will require a disclosure application to be made to the Disclosure Barring Service for certain categories of employment and I agree to make an application if deemed necessary.

Data Protection Act (1998)

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. Further information and guidance is available on request.

General

By submitting this form, I certify that the information given in connection with this application is true and correct. If I am successful in obtaining this post and the information is later discovered to be incorrect, I understand that the appointment may be terminated by WheelPower. I understand that any offer of employment is subject to the receipt of satisfactory references and where appropriate, suitable Disclosure information from the Disclosure Barring Service.

Signed

Date

Please return by the closing date to: info@wheelpower.org.uk

Alternatively, post your completed form to: Recruitment, WheelPower, Stoke Mandeville Stadium, Guttman Road, Stoke Mandeville, Buckinghamshire, HP21 9PP

Equal Opportunities Monitoring Form

WheelPower intend to select the best person for every vacancy, regardless of gender, gender reassignment, race, colour, ethnic origin, religion or belief, age, marital status, parental or carer status, disability, sexual orientation, involvement in trade union or "spent" criminal convictions.

Please complete this form so that we can ensure our selection processes reflect our commitment to equal opportunities. Please note that this sensitive personal data is confidential and will be separated from the application form before the application is submitted to the hiring manager for consideration.

Name (*CAPITALS*)

Position applied for

Gender

Age

Ethnic Origin

I would describe my race or ethnic origin as (*please tick one box*)

White

White British

White Irish

Any other white background

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Other ethnic group

Arab

Mixed or multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Black or Black British

Black – African

Black – Caribbean

Any other black background

Any other ethnic group

If you ticked 'any other' under any category, please specify

Disability

The Equality Act 2010 defines disability as a 'physical or mental impairment that has a substantial and long-term adverse (negative) effect on your ability to carry out normal day-to-day activities'. Medical conditions such as deafness, depression, dyslexia, multiple sclerosis or blindness are examples of impairments which may result in a disability.

Do you consider yourself disabled within the meaning of the Equality Act? Yes No

WheelPower is committed to the employment and career development of disabled people. Please explain here if you require any specific assistance or arrangements for your interview.

Please specify

Sexual Orientation

What is your sexual orientation? *(please tick one box)*

- | | |
|--|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay Man |
| <input type="checkbox"/> Gay woman/lesbian | <input type="checkbox"/> Heterosexual/straight |
| <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Other |

If you ticked 'other', please specify

Religion or Belief

Which of the following best describes your religion or belief *(please tick one box)*

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other | |

If you ticked 'other', please specify

Rehabilitation of Offenders Act

Any information given will be kept confidential and will only be considered in relation to the job you are applying for. Failure to declare unspent convictions will result in the withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

If the post you are applying for requires you to have a Disclosure Barring Service (DBS) check this will be highlighted in the job description and we will interpret your application for such a post as consent for us to undertake this check.

I have unspent conviction(s) details of which are attached

I do not have any convictions

Signed

Date

Thank you for your co-operation