

## Completing your application form

Thank you for requesting details for a vacancy with Trust House Lancashire. These notes are meant to help you decide if you want to apply and to improve your chances of being invited for an interview.

With your application form, you will have received a Job Description, a Person Specification, and any information we feel you may find helpful. Please read ALL the information before you fill in the form.

The Job Description tells you the work you will do if you are appointed.

The Person Specification is very important. It tells you what skills, knowledge and experience you will need to be able to do the job.

Decisions on who to invite for interview are based on what you put on your application form - make sure you show how (with examples) that you meet each of the criteria identified in the Person Specification.

Please note

- ❑ Use the application form - we will not consider CV's, resumes, etc.
- ❑ We prefer to have applications completed electronically and emailed to us.
- ❑ Use continuation sheets if you need to - but make sure they are firmly attached and have your name on
- ❑ If completing a handwritten application use ink that will allow clear photocopies to be made
- ❑ Make sure you show how you meet all the criteria in the Person Specification.
- ❑ Please make sure that your application form is returned in good time for the closing date since forms received after the closing date cannot normally be considered.
- ❑ If your application is unsuccessful you can request feedback by emailing [office@trushouselancs.org](mailto:office@trushouselancs.org) and please do not be discouraged from applying for other vacancies.
- ❑ Trust House Lancashire follow safe recruitment guidelines. This means that you may be required to have an enhanced DBS check to work with us in addition to references.

**Once again thank you for your interest and good luck with your application.**



## Application for Employment

Post:		Closing Date:	
How did you hear about this role?			

## Personal Information

Surname:	Forename(s):
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Home Address:
Postcode:

E-mail Address:	Home/Mobile Tel No:
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Are you related to anyone at Trust House?  If yes, please give details.
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## Present and Previous Employment

What is your present job title?	Current employment <b>start and end</b> dates:
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Name and address of employer:
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Current salary/grade:	Nature of business:	Notice required:
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Please describe your role in the organisation and outline your responsibilities (please continue on additional sheet(s) if necessary – make sure any additional sheets are marked with your name).

Please list your previous appointments with the most recent first.



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Name and address of employer	Position held	Start and end date	Reason(s) for leaving



### Education

Secondary school attended:	Dates attended:	Qualifications gained (with grades attained):
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College/University/Vocational course (state if full or part time):	Dates Attended:	Qualifications gained (with grades attained):
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### Training

Name and type of membership of professional body:
Job related training courses attended (continue on a separate sheet if necessary):



## Experience

*This section of the application form is for you to demonstrate how you meet the requirements of the Person Specification and to explain why you are applying for the job. You must ensure that you show that you meet all of the Criteria from the Person Specification. (Continue on additional sheets if necessary but make sure they are clearly marked with your name.)*

**If the person specification for this post requires post qualification experience please make sure you detail total hours completed, date range when hours have been completed and client age group delivered – age range is sufficient e.g. adults aged 18+ or children 14+ etc**



## Referees

We require candidates to provide details of two referees and preferably both should be qualified to comment on your work performance in the last 3 years, particularly in relation to the person specification/competencies required.

One of your referees **must** be your present employer or if you're not currently in employment your last employer and no offer of appointment will be made without reference to him/her. If you have not previously been employed then Head Teachers/College Lecturers etc are acceptable as referees. Friends and relatives are not acceptable referees.

In addition, Trust House reserves the right to approach any other previous employer or manager.

References will be taken up for the appointable candidate once an offer of employment has been made; therefore, you should ensure that your referees are in a position to respond promptly.

If you were known to your referee by a different name, please indicate your previous name.

Reference A:

Reference B:

If your present employer is not named as a referee, do you have any objections to their being asked for a reference?

Date(s) not available for interview (if any):

### **Disclosure and Barring Service**

To protect vulnerable groups Trust House Lancashire will request information on an applicant's criminal record before any offer of work can be confirmed.

All applicants therefore must consent to a check of their criminal record being made before employment. Further checks may also be made during employment at the charity's discretion.

### **Declaration**

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of employment.

Signed:

Date:

**CANVASSING EITHER DIRECTLY OR INDIRECTLY WILL DISQUALIFY A CANDIDATE FROM APPOINTMENT.**