

Gainsborough's House Application for Employment

This form must be completed in full and returned by  
12 noon on Monday 13th February 2023.

Position applied for: Accounts & Administration Apprentice

1. Personal details (type or use CAPITAL letters please)

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**Please inform us immediately of any changes.**

|  |  |
| --- | --- |
| Title: |  |
|  |  | |
| First name(s):  (*please give your name(s) in full*) |  |
|  |  | |
| Surname: |  |
|  |  | |
|  |  | |
| Date of Birth: |  |
|  |  |
| Permanent address, if different to correspondence address  (*please include the postcode*) |  |
|  |  |
| Home telephone number:  (*please include the local code*) |  |
|  |  |
| Daytime telephone number, if different:  (*or a number where a message may be left*) |  |

|  |  |
| --- | --- |
| Email address: |  |

2. Why are you applying for this post?

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| --- | --- |
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3. What can you offer us?

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Please include details of any relevant skills and knowledge, with reference to the person specification, (there are later sections for information about training and education, and work experience).

4. Present or most recent employment/experience of work

|  |  |
| --- | --- |
| Name of current employer, or most recent employer if not currently in employment: |  |
|  |  |
| Position held and type of contract:  (*for example: fixed term, permanent, etc.*) |  |
|  |  |
| Address and postcode of employer: |  |
|  |  |
| Date appointed: |  |
|  |  |
| Date left appointment or period of notice required: |  |
|  |  |
| Reason for leaving: |  |
|  |  |
|  |  |
| Outline briefly your duties and responsibilities: |  |
|  |
| Notice required by your current employer, if applicable: |  |
|  |  |

5. Previous appointments/experience of work

(Most recent first, in reverse chronological order)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address  of employer** | **Position held and dates** | **Main duties and responsibilities** | **Reason(s) for leaving** |
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5b. What previous work experience qualifies you for this position?

(Outline specific experience that you feel is relevant)

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**6. Training and education: please include details of institutions attended (including dates), exams passed, courses attended and qualifications obtained. Please include any professional membership details.**

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7. What else are you interested in? E.g. leisure activities, hobbies etc.

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8. Travel

Do you have a current full driving licence?  Yes  No

Do you have your own transport?  Yes  No

If the answer to either of the above is 'No', please outline what measures you would take to address this.

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**9. Equalities Act (2020) – Equality, Diversity & Inclusion**

Gainsborough's House is committed to equal opportunities. Applications are welcomed from anyone irrespective of colour, nationality, ethnic or national origin, gender, religion, sexual orientation, marital status, pregnancy or disability. Selection will be made on merit alone.

If you are considered to be disabled under the Equality Act definition\* and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Candidates with any specific needs should identify themselves on the application form and, if they wish, in their covering letter.

\*The Equality Act states that a person has a disability if they “*have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”*

**9b. Specific Needs**

Do you have any specific needs which might require Gainsborough's House to make reasonable adjustments in order for you to undertake this job?

Yes  No

If yes, please give details of

a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.

b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

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10. Rehabilitation of Offenders Act 1974 (amended in 2013)

Have you every been convicted of a criminal offence which under the provisions of the above Act is not 'spent'?

Yes  No

If yes, please enclose details.

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**11. Immigration, Asylum and Nationality Act 2006**

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| --- | --- |
| National Insurance No: |  |

If no NI number available, do you have evidence of your entitlement to live and work in the UK?

Yes  No

12. Referees

Please give the names and addresses of two referees and state in what capacity you are known to them. They should be familiar with your work and have had line managerial responsibility for you. One of them should be your present, or most recent, employer or school/college/university representative.

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| --- | --- | --- |
|  |  | |
| Name: |  |
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|  |  |
| Address: |  |
|  |  |
| Email: |  |
|  |  |
| Telephone number: |  |

|  |  |
| --- | --- |
| Occupation: |  |

Can we contact this person before interview?  Yes  No

|  |  |
| --- | --- |
| Name: |  |
|  |  | |
|  |  |
| Address: |  |
|  |  |
| Email: |  |
|  |  |
| Telephone number: |  |

|  |  |
| --- | --- |
| Occupation: |  |

Can we contact this person before interview?  Yes  No

13. Declaration

To the best of my knowledge the information given on this form is correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal.

|  |  |
| --- | --- |
| Name:  (*Type or use CAPITAL letters please*) |  |
|  |  |
| Signature: |  |
|  |  |
| Date: |  |

Please return this form with a **covering letter** by **12 noon on Monday 13th February 2023** to:

trudy@gainsborough.org

or

Trudy Pickerin

Gainsborough's House Society

46 Gainsborough Street

Sudbury

Suffolk

CO10 2EU

The envelope should be marked: Confidential - Application