



DIAL Great Yarmouth
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Great Yarmouth
Norfolk
NR30 1HR

01493 856900

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info@dial-greatyarmouth.org.uk

Application for Employment

D.I.A.L. is a registered charity, established in April 1985 to provide free, confidential and impartial information and advice to disabled people and their carers on all aspects of daily living.

Anyone who faces social barriers due to illness or impairment can access our services.

Our services are supported by volunteers, many of whom have experience of disabilities.

We will keep the information you provide on this application form private and confidential, and we will only use it for the purpose of recruiting and selecting new members of staff. If your application is successful, we may use this information from time to time for personnel administration and business management purposes. Where this is the case, the information will be processed in line with the Data Protection Acts 1984 and 1998.

We may also contact other organisations to check the information that you have given us. By signing this form, you will be giving us your permission to use your information in these ways.

We try to give all candidates the best opportunity to present their qualities, skills and abilities through our recruitment and selection procedure.

Please note that we will not accept a separate CV.

This is to make sure that we compare all the applications we receive in the same way, using the same information.

If you require this application form in another format, for example, in large print, please call 01493 856900.



APPLICATION FOR EMPLOYMENT

HRRef:

Position applied for

Job reference number

F/Time P/Time Job Share

Personal details

Title (Mr, Mrs, Miss, Ms)

Surname

First name or names

Any other name you are known by

Address with postcode

E-mail

Mobile

Daytime phone number

Home phone number

How would you prefer us to contact you?

Please tell us any dates you are not available for interview.

Are you currently eligible for employment in the UK?

Yes

No

Please list the documents you can provide to show that you are eligible to work in the UK.

For example, your British passport, European Economic Area identity card, full birth certificate or travel document showing you are eligible to live and work in the UK.

Do you have any criminal convictions that are 'unspent'? Yes

No

In accordance with the Rehabilitation of Offenders Act 1974 you need not declare any convictions that are considered 'spent'. Please give details of unspent criminal convictions below.

Do you have an armed service or public duties commitment (for example, are you a Justice of the Peace, councillor or magistrate)?

Yes

No

If 'Yes', please give details below.

How or where did you learn about this vacancy?

Guaranteed interview scheme

We are committed to employing and developing the careers of disabled people. To show our commitment, we use the disability symbol, which is awarded by the Employment Service. By using the symbol, we guarantee an interview to anyone with a disability whose application meets the essential conditions for the position.

We have a policy of equal opportunity for employment and development, and will not discriminate against anyone because of their disability. Under the Disability Discrimination Act (DDA) 1995, a person has a disability if he or she 'has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. Under the act, organisations must make 'reasonable adjustments' for employees with a disability.

If you need more guidance, please visit www.disability.gov.uk or www.drc-gb-org or contact the Disability Rights Commission.

We welcome applications from disabled candidates and will do everything we can to make sure the selection process is fair.

Do you suffer from a recognised disability as outlined in the Disability Discrimination Act (DDA) 1995? Yes No

If 'Yes', please say what your disability is.

Please describe below any reasonable adjustments, which you feel we should make to the recruitment process to help you apply for the job?

Please describe below any reasonable adjustments, which you may feel we should make to the job itself, which would help you to carry out the job duties.

If we offer you an interview, you should tell the panel about any specific needs you may have, so they can make any reasonable adjustments.

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You may use extra sheets if you need more space. Please make sure that the **job title** and **reference number** of the post which you are applying for are on the top of any extra sheets. **Please do not put your name** on any extra sheets.

Education and training

Summary of your qualifications

Further and higher education

Courses and qualifications gained

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Membership of professional organisations

Name of professional organisation	Grade of membership

Job-related training

Please give details of any long or short courses you have been on, qualifications or awards you have gained or continuous professional development which would support your application.

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Employment history

Current or previous employer

Name

Address with postcode

Nature of business

Job title

Date you joined the organisation

Date you started your current position

Notice period required

Current salary or salary when you left

Main tasks and areas of responsibility

Please provide brief details about your work. Include details of your responsibilities and achievements. (Continue on a separate sheet of paper, if necessary.)

Please attach a copy of your current job description if available.

If you are no longer employed, please give your reasons for leaving.

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Employment history (continued)

Please give details of your **relevant** employment history, starting with your most recent job first, and any other relevant positions you have held.

Employer's name	Type of business	Job title	Reason for leaving

Skills and abilities

We do not focus purely on the academic qualifications of candidates, but consider job knowledge, skills, abilities and personal qualities that a person has gained in both their present and previous positions, voluntary work, work experience and holiday work to be equally important. When filling in this section of the application form please provide evidence of the skills, knowledge and experience you have gained in relation to the post you are applying for. Please pay particular attention to the job description and person specification.

Competencies

We have identified six competencies (qualities) which we believe are important to delivering our business effectively.

- Excellent active listening and communication skills (written and oral)
- Ability to plan and manage own workload
- Ability to show empathy
- Commitment to role and organisation
- Ability to work with limited supervision
- Commitment to training and personal development

Please provide evidence of how you have shown these skills, either within a work or non-work environment.

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References

All appointments depend on us receiving satisfactory references. Please provide details of two referees who we can contact. Your current or previous employer should be one. If you have just left school or college, please include an academic reference.

Name

Address

Job title

Nature of your relationship

Phone

Fax

E-mail

Name

Address

Job title

Nature of your relationship

Phone

Fax

E-mail

(We will only contact referees with your agreement.)

Personal declaration

I confirm that, as far as I know, all the details I have given are complete and true. I understand that if I give any false or misleading information, or do not give you any significant information, you may dismiss me if you have already given me the job.

I understand that any job offer depends on the supply of satisfactory references, evidence that I am eligible to work in the UK, medical clearance and sight of original certificates, as detailed in my application.

Signature

Date

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Once you have filled in this application form you should return it by post or e-mail to:

Sue Taylor
Project Coordinator
DIAL Great Yarmouth
12a George Street
Great Yarmouth
Norfolk
NR30 1HR

E-mail: info@dial-greatyarmouth.org.uk

Phone: 01493 856900

Website: www.dial-greatyarmouth.org.uk