

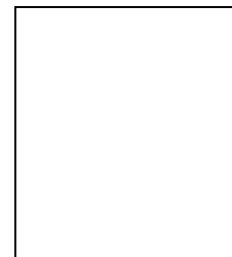


Active Community Enterprise

Job Application Form

Bank Support Worker

Please write clearly in **BLACK** ink



Attach Photo

Section 1 : Personal Details

First & Middle Names				
Surname				
Previous Surname(s) (if applicable)				
Date of Birth		Sex	M	F
Address	House No./Street			
	District			
	Town/City			
	County			
	Postcode			
How long have you lived at this address?	Years *			
*If less than 5 years, please give previous Address	House No./Street			
	District			
	Town/City			
	County			
Postcode				
Home Telephone Number (inc. Area Code)				
Mobile Telephone Number				
E-Mail Address				

Eligibility to Work in the UK:

If your application is successful, you will be asked to provide evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 1996.

Section 2 : Availability

Are you available at short notice?		Yes		No		
Please tick what days/times you are available:						
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Afternoon						
Evening						
Are you available for Respite Weekends?		Yes		No		

Section 3 : Employment History

Please provide details of your employment history

Company Name		
Address		
Job Title		
Period of Employment	From:	To:
Duties		
Reason for Leaving		
Company Name		
Address		
Job Title		
Period of Employment	From:	To:
Duties		
Reason for Leaving		

Section 4 : Qualifications

Please give a list of qualifications below:

Qualification Subject	Level /Grade	Date

Continue on a separate sheet if necessary

Section 5 : Relevant Courses

Please give a list of courses completed which are relevant to this post:

Course Name	Duration	Date

Continue on a separate sheet if necessary

Section 6 : Your Vision for the Future

A.C.E. is an innovative, forward-thinking company and our aim is to provide a fully-structured week of work, leisure and social activities to our service users. Please state below what qualities you feel you could bring to our company

Why would you like to work for A.C.E.?

What are your strengths and weaknesses?

Section 7 : Driving

(As transportation is included in our Support Package, A.C.E. staff must be car owners/drivers)

Do you hold a full UK Driving Licence?		
Do you have regular use of a vehicle?		
Are you named on a current Vehicle Insurance Certificate?		
Does your vehicle insurance include 'Business Use'?		
Is your Vehicle Insurance for 'Comprehensive' Cover?		
Have you got a current M.O.T. Certificate for your Vehicle?		
Do you have a valid Road Tax Disc in your Vehicle?		
Any driving convictions against you?		
Are any conditions attached to your licence?		

***If you have answered 'Yes' to either of these questions, please give full details, including dates, below:**

Section 8 : Conflicts of Interest

Do you have any business and/or other interests, which may conflict with the duties of the post?	Yes*	No
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***If yes, please provide details below:**

Section 9 : Professional Associations

Are you a member of a Professional Association or Body?	Yes*	No
If yes, please give details below:		

Section 10 : Rehabilitation of Offenders Act 1974

In this section you are asked to provide details of any criminal convictions that you have. You should read the following guidance notes before doing so. Details of previous convictions will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. These will only be taken into account if the offence is relevant to the work you would be doing.

For jobs involving substantial unsupervised access to vulnerable adults, criminal record checks are made through the Criminal Records Bureau. Checks are also made against the P.O.V.A. (Protection of Vulnerable Adults) Records. A refusal to agree to a C.R.B. and P.O.V.A. checks will result in the withdrawal of your job offer with A.C.E.. Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will also result in any offer of employment by A.C.E. being withdrawn. If such a discovery is made after you have been appointed, then you will be instantly dismissed. If appointed to a post with A.C.E. you will be required to provide an original copy of your birth certificate and proof of professional qualifications.

Do you have any criminal convictions / cautions?	*Yes	No
*If yes, please provide details below including dates		
Do you have any pending criminal convictions/cautions?	*Yes	No
*If yes, please provide details below including dates		

Section 11 : Health

Are you receiving treatment or have a health condition?:	*Yes	No
If yes, please give details below:		
How many times have you been absent from work due to illness in the last 2 yrs?		
Please give details below:		
Have you had a period of illness in the last 5 years resulting in long term absence (4 weeks or more) from work?	*Yes	No
If yes, please give details below:		

Section 12 : References

Please give the names of referees from your last two employers, including your current employer. If you have not been employed or not worked for some time, please provide the name of a suitably qualified person who knows you well, e.g. from school or university. Referees should not be friends or relatives. References will not be sought until you have received and accepted a conditional offer of appointment.

Name:
Company:
Job Title:
Address:

Name:
Company:
Job Title:
Address:

Postcode:
Capacity in which known to you:
Telephone Number:
Email Address:

Postcode:
Capacity in which known to you:
Telephone Number:
Email Address:

Note - We are an Equal Opportunities Employer and operate a policy to comply with all our obligations under the Disability Discrimination Act 1995.

Consent under the Data Protection Act 1998 - the information given in this form will be processed only by Active Community Enterprise (A.C.E.) for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your personnel file for such time as you are an employee of A.C.E. and for up to 5 years after the end of your employment.

By signing this form you give us your express consent to retain and process all the information contained in this form.

Marketing Consent – If you are successful in your application, by signing this form you give us your consent to have your photograph used in any material produced by A.C.E. solely for marketing/advertising purposes.

Declaration - I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any referencee given to be contacted.

Signed by Applicant Date

Application Forms should be posted to:

Active Community Enterprise, 126 Cross Lane, Prescot, Knowsley, L35 5DU

Further information about A.C.E. can be found on our website:

www.activecommunityenterprise.com