

ISLINGTON PLAY ASSOCIATION



JOB APPLICATION FORM

Please type into the form or write clearly in black ink

Position applied for: HR Administrator

Name:

Address:

Post code:

Phone:
Mobile:
E-mail:

REFERENCES:

Please give details of two people who can give you a reference. **One must be your current or most recent employer if not currently employed.**

We will ask your permission to contact your referees if and when you are selected for interview.

PRESENT / MOST RECENT EMPLOYER	OTHER PREVIOUS EMPLOYER OR TUTOR
Name:	Name:
Address:	Address:
Tel:	Tel:
Mobile:	Mobile:
Email:	Email:
Relationship to you: Present / Most Recent Employer (delete as appropriate)	Relationship to you:

* References must be from people known in a professional or training/education capacity – family members and members of your household are not acceptable. If you need guidance on who would be an acceptable referee – please contact us.

1. EDUCATION AND TRAINING

Please use the spaces below to tell us about your education, any relevant training courses you have completed and any relevant professional/vocational qualifications that you hold.

Please list most recent first.

School / college name	Qualifications gained (including level/grade)	Date qualifications gained

1. WORK HISTORY

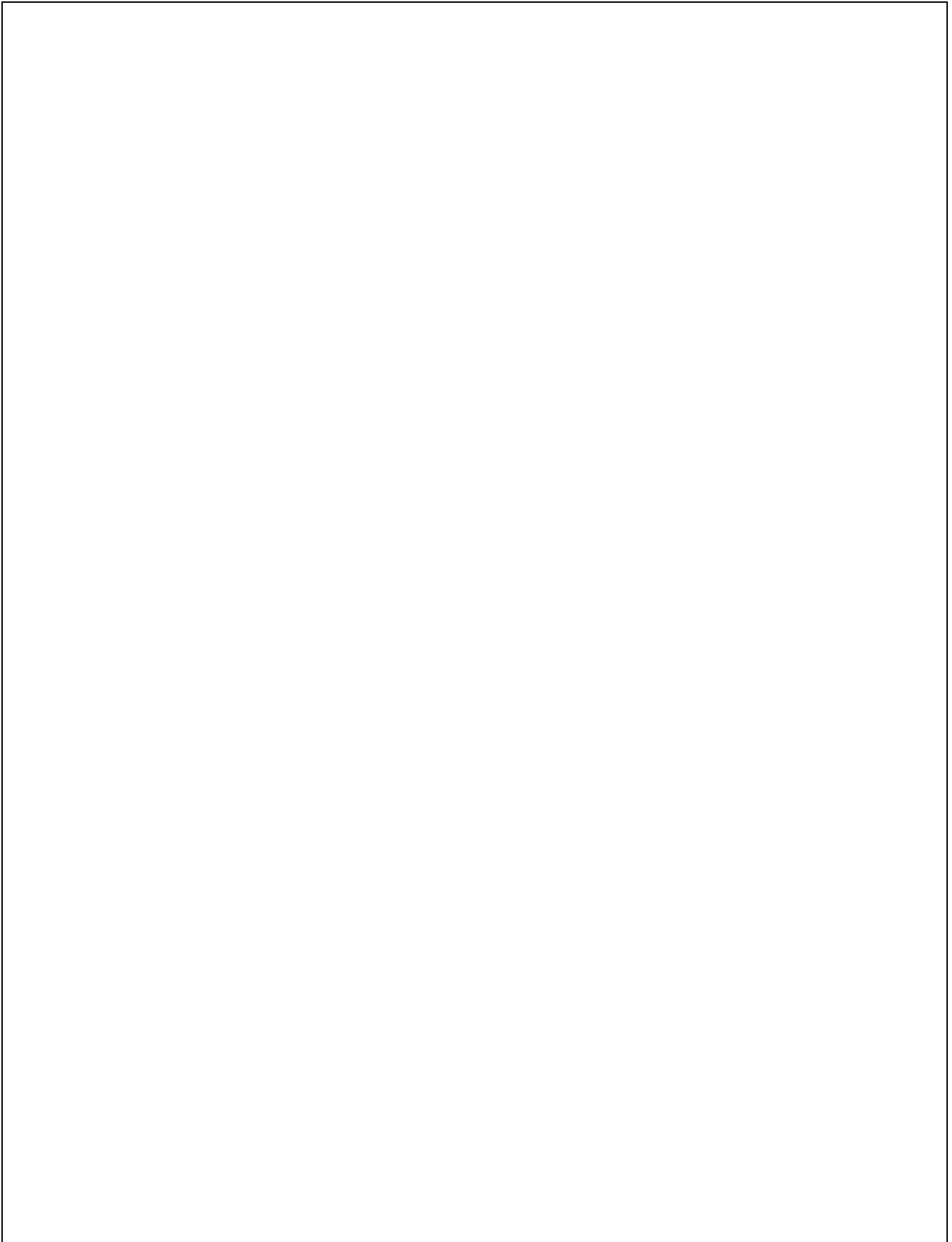
Please use this space to tell us about your previous work (paid or otherwise). Start with your present or most recent employer.

You must account for all gaps in your employment history. Include everything from when you left school until now.

Employer: name and address	Dates of employment	Position held and brief description of duties	Salary on leaving	Reason for leaving

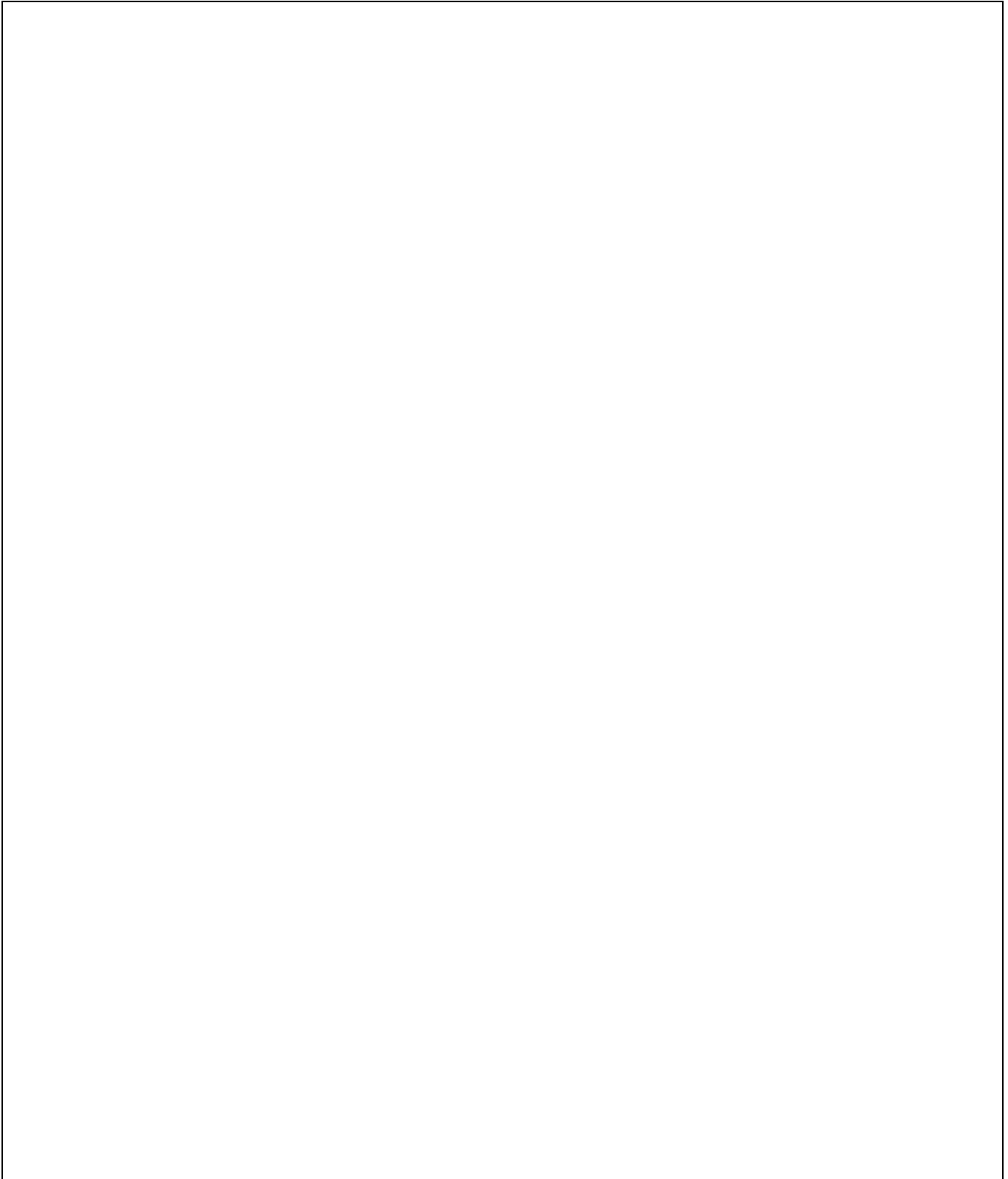
2. HOW YOU MEET THE PERSON SPECIFICATION

Please tell us about, and give details of, your experience, knowledge and abilities relevant to the job using the criteria as listed in the person specification. **We will be inviting candidates for interview, if they have clearly indicated on this form how they meet the “essential requirements” listed on the person specification.** *(Please use no more than 2 sides of A4)*



3. ANY FURTHER INFORMATION

Please use the space below to provide any *further* information you think is relevant to your application. (*Please use no more than one side of A4*)

A large, empty rectangular box with a thin black border, intended for the applicant to provide further information relevant to their application. The box occupies most of the page below the instructions.

POLICY STATEMENT ON RECRUITING APPLICANTS WITH CRIMINAL RECORDS

Under the provisions of the Children Act 1989, enhanced criminal record checks will be carried out for everyone employed by Islington Play Association. The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. For guidance and criteria on the filtering of these cautions and convictions please refer to [Nacro guidance](#) and the [DBS website](#).

It is important that you understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not "protected" could result in a conditional job offer being withdrawn, disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from [Nacro](#).

Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **Yes / No ***
*** Delete as appropriate**

If you answer yes to the question above, you can disclose your record by attaching the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post. The envelope will only be opened if the appointing committee are considering making an offer of employment, and the contents of the envelope will be considered in line with the IPA Safer Recruitment policy. All other envelopes are shredded unopened.

To the best of my knowledge I have completed this application form accurately and have not withheld any information that could reasonably be considered relevant to my application.

Signed:

Date:

Where did you see the advert for this post?

Closing date for returned application: 9am Monday 8th February 2016

Please email completed forms to info@islingtonplay.org.uk or post to Recruitment – Islington Play Association, Bridgeman Road, London N1 1BD.

INFORMATION FOR PEOPLE WITH DISABILITIES

The IPA welcomes applications from people with disabilities. When someone with a disability applies for a post their application is considered on its merits. The disability, at this stage, is disregarded. If the candidate is short-listed for interview, IPA staff will contact the applicant to see if they have any special requirements to facilitate the interview. It is normal practice not to discuss the disability or its implications at the interview. If the interview panel selects the candidate the practicalities of the appointment will be discussed with the candidate – the main issue being whether the IPA has the resources, or can find the resources, to facilitate the candidate's work. Final appointment will depend on the success of this process. The IPA will seek the advice of external agencies dedicated to supporting people with disabilities if necessary. The IPA has offices and facilities that are accessible to wheelchair users.

Recruitment Monitoring Form

We are an equal opportunities employer. This form is to help us check the effectiveness of our equal opportunity policies and vacant post advertising practices.

We would be grateful if you could complete this form and return it with your completed application form. The form will not be seen by any of the short listing or interview panel. Do not write your name on this form.

Position applied for:

Age:

I would describe my ethnic group and gender as (please tick as appropriate):

A) White

English

Scottish

Welsh

Irish

Any other White background, please specify

B) Mixed

White and Black Caribbean White and Black African

White and Asian

Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian.....

Pakistani

Bangladeshi.....

Any other Asian background, please specify

D) Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean..... African

Any other Black background, please specify

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

Chinese

Any other background, please specify

F) Sex

Male

Female

Do you consider yourself to have a disability? Yes / No

Are you registered disabled? Yes / No

Where did you hear about this job vacancy or where did you see it advertised?

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Thank you for helping by filling out this form