



CONFIDENTIAL APPLICATION FORM

POSITION DETAILS

Post applied for: _____

Post Reference Number: _____

Please return completed form by: _____

CANDIDATE INSTRUCTIONS

Please read the instructions carefully before completing this form. Type or use **BLACK** ink, as it may be necessary to photocopy your application form. In each section, if you need more space please continue on a separate sheet if necessary.

It is the policy of The Salvation Army to verify the details given in the application form at interview.

1. GENERAL EDUCATION AND QUALIFICATIONS

Name of School/College/University	Subject	Qualification and grade gained

2. MEMBERSHIP OF PROFESSIONAL OR TECHNICAL BODY

Professional body	Level of membership

3. RELEVANT TRAINING

Course title and details	Course title and details

4. GENERAL INFORMATION

Interests/Hobbies (please give details of pastimes, sports etc):
Community/Volunteer Experience:

5. TO BE COMPLETED BY OLDER PEOPLE'S SERVICES APPLICANTS ONLY

What experience have you had working/volunteering with this vulnerable client group and where was this?	Contact name of manager	When (dates)

9. SUPPORTING INFORMATION

Please supply full and further details in support of your application addressing all criteria in the person specification or competencies in the job description, ensuring that you give relevant examples of how you meet each criterion. (Please continue on a separate sheet).

9. SUPPORTING INFORMATION Cont.

Please supply full and further details in support of your application addressing all criteria in the person specification or competencies in the job description, ensuring that you give relevant examples of how you meet each criterion. (Please continue on a separate sheet if needed).

PART TWO: CONFIDENTIAL PERSONAL INFORMATION

Post applied for: _____

Post Reference Number: _____

CANDIDATE INSTRUCTIONS

The Salvation Army promotes equality in the workplace and demands fair and equal treatment of all applicants. The information you give in this section will be held ***confidentially*** by a nominated recruitment administrator and will not be seen by the selection panel until after the recruitment decision has been made.

1. HEALTH

Subject to the legal requirements to ensure that our staff are physically and mentally fit for their specific roles. Applicants who have a disability are encouraged to apply and will be automatically short listed where all essential criteria for the job role are met.

Please note that your employment with The Salvation Army may be subject to a medical report.

Do you have a recurring illness or disability?

YES / NO:

If yes, please give details of your disability and its impact on your day-to-day activities, your ability to fulfil the job description, together with any other information that you feel would help us to accommodate your needs:

Declaration (For care staff only):

I hereby confirm that I am physically and mentally fit for my position of _____ with The Salvation Army.

I confirm that I have not had or do not have any condition that would prevent me from holding the position of _____ within the meaning of the Care Standards Act 2000 / Regulations of Care (Scotland) Act 2001 / The Care Standards Act 2000 (Commencement No.7 (Wales) order 2001 / Health and Personal Social Services Order 2003.

Signed _____ Date _____

2. REHABILITATION OF OFFENDERS ACT

The Salvation Army will not discriminate in its employment decisions against ex-offenders with criminal records if the offence has no relevance to the post applied for. Failure to declare any conviction and/or caution is sufficient grounds for instant dismissal.

- For all Salvation Army posts involving direct provision or management of services to our vulnerable people, **spent and unspent convictions and/or cautions must be disclosed.**
- For all other posts, **unspent convictions must be declared.**

Details:

The above information is true. Signed: _____ Date: _____

3. PERMISSION TO WORK IN THE UK

Note: We will undertake immigration checks with the UK Border Agency.

Are you a British subject or national of any EU country? YES / NO:	Do you need a work permit to work in the UK? YES / NO:
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4. REFERENCES

Please provide the names and full contact details of a minimum of two referees to cover the last three years. These **MUST** include your present or last employer and, where the post has a genuine occupational requirement for a Christian under the Employment Equality (Religion or Belief) Regulations 2003, this **MUST** include your minister/pastor/officer. Students should include head teacher, tutor, or professor as appropriate. If there are gaps due to homelessness you may use your keyworker or hostel manager. References are not accepted from family or friends.

Referee 1: Name: Occupation: Address: Postcode: Telephone number: Email address: Relationship to you: Dates covered: If you do not want us to contact this referee prior to interview please put a cross in the box <input type="checkbox"/>	Referee 2: Name: Occupation: Address: Postcode: Telephone number: Email address: Relationship to you: Dates covered: If you do not want us to contact this referee prior to interview please put a cross in the box <input type="checkbox"/>
I hereby give my permission for the management of The Salvation Army to seek confidential references.	
Signed _____ Date _____	

5. DECLARATION AND UNDERTAKING

I hereby declare that the information provided on this application form is correct and complete to the best of my knowledge. I understand that providing false information with regard to this application shall disqualify my application, or if discovered after appointment, may lead to dismissal.

I undertake to comply with the reasonable requirements of my employer in respect of personal conduct during working hours.

The information contained in this form will be handled according to The Data Protection Act 1998 principles. I understand that it will be used for recruitment, for equality monitoring and, if applicable, for my future employment. I give my consent to The Salvation Army processing the personal data included on this form for the stated purposes: explicitly under PART TWO – Sections 1 and 2.

Signed: _____ Date: _____

MONITORING FORM A1

The Salvation Army promotes equality in the workplace and demands fair and equal treatment of all applicants. You are not obliged to answer the questions contained in monitoring forms B1 and B2, but if you do so, it will help us with our equality monitoring. In accordance with the Data Protection Act, if you are employed, the information you provide will be kept and used for internal monitoring of the diversity of our employees only. The information you give in this section will not be disclosed to the interview panel.

Position applied for _____ Post Reference _____

When could you take up the post if appointed? _____

SURNAME:	FIRST NAMES:
TITLE:	DATE OF BIRTH:
ADDRESS FOR CORRESPONDENCE:	ADDRESS (if different):
DAYTIME CONTACT NUMBER:	EMAIL ADDRESS:

MONITORING FORM B1

Post Reference Number : _____

Please tick the appropriate box:

Gender Female Male Prefer not to say

Marital status: Married Single Other Prefer not to say

Do you consider that you have a disability? Yes No Prefer not to say

If yes, could you give a brief description of your disability: _____

Have you ever been, or are currently homeless? Yes No Prefer not to say

My religion is:

- No religion
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion
- Prefer not to say

MONITORING FORM A2

Do you hold a current driving licence?	YES / NO:
Do you have any current endorsements?	YES / NO:
Do you own a car?	YES / NO:
From which publication or other source did you learn of this post?:	NATIONAL INSURANCE NUMBER: [][][][][][][][][][]
Have you ever worked for The Salvation Army before?	YES / NO:
If YES please give details:	
It is Salvation Army policy for employees not to line-manage those with whom they have a close personal relationship.	
Are you related to, partner to or have a personal relationship with anyone at the centre / headquarters at which you are applying to work? YES / NO:	
If you have answered YES , please state the name of the employee and the nature of the relationship:	

MONITORING FORM B2

I would describe my ethnic origin as being:			
White			
British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other European <input type="checkbox"/>	
Any other white background: _____			
Mixed			
White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	
Any other mixed background: _____			
Asian or Asian British			
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
Any other Asian background: _____			
Black or Black British			
Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other Black background:	
Chinese or other ethnic group			
Chinese <input type="checkbox"/>		Any other group:	
I would describe my national identity as being:			
English	<input type="checkbox"/>		
Scottish	<input type="checkbox"/>		
Welsh	<input type="checkbox"/>		
Irish	<input type="checkbox"/>		
British	<input type="checkbox"/>		
Other	<input type="checkbox"/>		