



## **IMPORTANT NOTICE**

**Before completing your application form, please read the sheet, “Advice on completing this application form”, which can be found on page 6 of the application form.**

In order to give yourself **the best chance** of being selected for an interview, you need to explain to us what qualifications, experience and skills you have which make you suitable for the job for which you are applying.

When completing page 3 of the application form, “Particulars of employment”, please make sure that you **do not only show your job title in column 4, but details of your duties also.**

You therefore, **need to read section 3, of page 6, of the application form before you start filling it in.**

**WE WANT YOU TO SUCCEED WITH THIS APPLICATION FOR A POSITION WITH ACCESS TRAINING; TO DO SO, PLEASE ENSURE THAT YOU READ PAGE 6 OF THE APPLICATION FORM BEFORE YOU START FILLING IN THE FORM.**

Access Training undertakes to treat all applicants for positions fairly and undertakes not to discriminate unfairly against anyone on the basis of a conviction. We have a policy statement on the Recruitment of Ex-Offenders, which is included with this application form and can also be found on our website [www.atem.co.uk](http://www.atem.co.uk). Alternatively a copy can be obtained by telephoning us on 0115 9587257.



Access Training, CAWLEY HOUSE, 96 CLIFF RD, NOTTINGHAM, NG1 1GW

CONFIDENTIAL

INSTRUCTIONS FOR COMPLETION

Please answer all questions in BLACK INK or BIRO if you are completing the application by hand. Additional sheets may be attached where necessary.

Please DO NOT enclose any official documents i.e. Birth/Registration/Examination Certificates etc.

FOR OFFICE USE

APPLICATION FOR THE POST OF:

Reference Number

PERSONAL DETAILS - Please complete in Capitals.

Surname/Family Name

First Names in full

National Insurance Number

Present Address

Post Code

Email address for correspondence:

Home Telephone Number (please include dialling code)

Other telephone number where you can be contacted (Please include dialling code)

Do you hold a current driving licence? Yes/No (delete as appropriate)

Do you have your own transport? Yes/No (delete as appropriate)



## EDUCATION/TRAINING/QUALIFICATIONS

School/College/University	Date of entry	Date of leaving	Examinations passed State Subjects, Grades and Year	Full/part-time/ Correspondence etc.

## **PARTICULARS OF EMPLOYMENT**

Please give full details of your current/past employment. Starting with your present or last employer and including periods of self-employment.

Full Name and Address of Employer	Date from	Date to	Post Held and Details of Duties	Salary	Reason for Leaving

## INFORMATION IN SUPPORT OF YOUR APPLICATION

(Applicants may use a word processor/typewriter etc. for this section)

Think carefully before completing this section. **To give yourself the best opportunity to be selected for an interview, complete it as fully as possible, giving details of skills, abilities, training and experience relevant to the post.**

Additional sheets may be attached.

(See guidance notes on page 6)

## REFERENCES

If possible, please give the names and addresses of two referees for whom you have worked. One should be your present or last employer.

### EMPLOYMENT REFEREES:

Name _____	Name _____
Address _____	Address _____
_____	_____
_____ Post Code _____	_____ Post Code _____
Status/Position _____	Status/Position _____
Telephone number including dialling code _____	Telephone number including dialling code _____

If you are unable to provide referees for whom you have worked, please provide PERSONAL REFEREES below:

Name _____	Name _____
Address _____	Address _____
_____	_____
_____ Post Code _____	_____ Post Code _____
Relationship _____	Relationship _____
Telephone number including dialling code _____	Telephone number including dialling code _____

Do you have any objection to an approach being made to your present employer prior to an offer of the appointment?

Answer YES or NO \_\_\_\_\_

How much notice would you be required to give to terminate present employment? \_\_\_\_\_

How did you become aware of this vacancy? \_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ADVICE ON COMPLETING THIS APPLICATION FORM

### 1 DOCUMENTS ENCLOSED

The following documents should be included in the information we have sent to you.

Information on Access Training, the closing date and where possible the proposed interview date.

- Application Form
- Access Training Appendix 1 & 2
- Policy Statement on the Recruitment of Ex-offenders
- Job Description
- Person Specification
- Conditions of Service

If any of these documents are not enclosed, contact the receptionist on **0115 958 7257** to obtain them.

### 2 CURRICULUM VITAE

All applications must be presented on our standard application form; CV's will not be accepted or considered during the recruitment process, unless stated in our advertisement.

### 3 COMPLETING YOUR APPLICATION FORM

Examine the Job Description and Person Specification carefully and if you are unsure about your skills and experience in relation to the post, please contact the Human Resources Department. **Please take care when completing the application form and other documents, which you may provide to us, as account will be taken of the standard of your spelling and grammar when selecting applicants for interview.**

- When completing the 'INFORMATION IN SUPPORT OF YOUR APPLICATION' page, you need to explain what qualifications, experience and skills you have to meet the requirements of the Person Specification. Where possible you should give examples indicating the quality and quantity of the work you have been doing. You need to initially concentrate on the essential criteria and then secondly cover the desirable ones.
- On this section of the form, it may not be necessary to include full details of your present/past work only those elements that are **relevant** to this post. The more recent examples you can give the better but if you are not presently using the skills/qualities required then go back further into your employment history, training, leisure interests, voluntary work or domestic background, highlight the relevant factors.
- If you need to attach additional sheets to cover your employment history or the points raised in the Person Specification, please do so.
- In order to be considered you must return the Application Form **to arrive by the time and date shown.** Please note that the cost of postage depends on the weight and size of the envelope. If you do not put the correct postage on your application it is likely to be delayed and may miss the deadline. If your application is received after this time and date you **WILL NOT** be considered.

Appendix 1

**PRIVATE AND CONFIDENTIAL**

**ADDITIONAL INFORMATION FOR PEOPLE WITH DISABILITIES**

Access Training has a positive policy to endeavour to provide access, equipment or other practical support to ensure that disabled people compete on equal terms.

We are using the disability symbol because we recognise that disabled people have been disadvantaged and under-represented within the employment market.

Access Training, as a disability symbol user, is committed to interviewing all applicants with a disability who satisfy the basic criteria for the job.

Please tick this box if you have a disability and wish to be considered for these arrangements.

**IMPORTANT**

Please tick (and give details in the box provided below) if at any stage in your application you will need any special arrangements.

Name

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**FOR OFFICE USE**

Reference Number

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**PLEASE RETURN THIS FORM WITH YOUR APPLICATION FORM**

## Appendix 2

### **PRIVATE AND CONFIDENTIAL**

### **EQUALITY & DIVERSITY AT ACCESS TRAINING**

**Access Training is committed to equality of opportunity and the value of a diverse workforce.**

This means that we treat all applicants and employees fairly and have a policy in place to demonstrate our commitment to equality of opportunity.

We need to find out if our policy is working in practice, particularly when we are taking on new people.

To do this we need to look at:

- How we advertise the jobs;
- How we select people for interviews;
- Who is offered the job;
- What we do after a successful interview.

Monitoring the recruitment and selection process is one of the ways of helping to ensure that there is no discrimination in the way we take on people.

#### ***HOW YOU CAN HELP US.***

To do this we need to know about the age, disability, gender, race and ethnic origin of people who apply to join Access Training. We would like you to complete this questionnaire.

The information you give us will be treated as confidential and will not form part of the application process.

**PLEASE FILL IN THIS QUESTIONNAIRE AND RETURN WITH YOUR APPLICATION FORM**

DATE OF BIRTH Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

MALE / FEMALE (delete as appropriate)

**RACE/ETHNIC ORIGIN**

Please look at all the descriptions of race or ethnic origin listed below. When you have read them all, please tick the ONE box that you feel most accurately describes you.

- White
- Black - Caribbean Origin
- Black - African origin
- Black - Other origin
- Asian - Indian origin
- Asian - Pakistani origin
- Asian - Bangladeshi origin
- Asian - East African origin
- Asian - Chinese
- Asian - Other origin
- Other ethnic origin  Please describe

**DISABILITY**

1. Do you consider yourself to have a disability? yes/no (delete as appropriate)
2. If yes, are you registered disabled? (i.e. greencard holder) yes/no (delete as appropriate)
3. Please indicate which category best describes your disability (please see notes on categories listed overleaf)

- Hearing impairment
- Reduced physical capacity<sup>3</sup> see notes on category 3 overleaf
- Visual impairment<sup>1</sup> see notes on category 1 overleaf
- Severe disfigurement
- Speech impairment
- Learning difficulties/mental impairment<sup>4</sup> see notes on category 4 overleaf
- Mobility impairment
- Mental illness<sup>5</sup> see notes on category 5 overleaf
- Physical co-ordination difficulties<sup>2</sup> see notes on category 2 overleaf
- Other (Please describe)

**Notes on categories of disability.**

1. Not corrected by spectacles or contact lenses.
2. Includes, for example problems of manual dexterity and of muscular control, e.g. incontinence, epilepsy.
3. Includes debilitating pain and lack of strength, breath, energy or stamina, e.g. from asthma, angina or diabetes.
4. Includes the inability to perceive the risk of physical danger.
5. Substantial and long lasting e.g. more than a year.

**NOTE:** The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment which has a substantial and long term (i.e. more than 12 months) adverse effect on a person's ability to do normal daily activities.

You may still be considered to have a disability if you are not currently adversely affected but the impairment is likely to recur, or if you have had an impairment in the past.

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**FOR OFFICE USE:**

Reference Number

**Please complete and return with your application form.**

**NAME:** \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_

Available:            Full-time  
                          Part-time  
                          Either

(Delete inapplicable)

If you require part time work, the days and hours for which you are available:

<u><b>DAY</b></u>	<u><b>HOURS AVAILABLE</b></u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you are interested in temporary or sessional work, please detail requirements including salary requirements.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_



## **Policy Statement on the Recruitment of Ex-Offenders**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Access Training complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Access Training is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, offending background or sex or sexual orientation.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skill and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, competencies, knowledge, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to our Human Resources Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

Those included in the recruitment process, apart from the HR Manager, will not have access to information or criminal records during the recruitment process. This will only be made available after the selection process, when a thorough assessment will be made of the relevance and circumstances of offences. Full account will be taken of the relevant information relating to the employment of ex-offenders. All our staff

receive Equality of Opportunity training and must adhere to our Single Equal Opportunities and Diversity Policy.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.