

Ref no.

Please Reply to:
Finesse Leisure Partnership
4th Floor Campus West
Welwyn Garden City
AL8 6BX



Caring for leisure

Employment Application: **CONFIDENTIAL**

Post Title

Please see guidance notes on back page before completing form

PERSONAL DETAILS	
Surname	First name (s)
Title e.g. Ms/Mr/Mrs/Miss	Address
Daytime contact telephone no	
Do you hold a current driving licence?	Yes/No
Do you have the use of a car?	Yes/No
Are you applying for Job Share?	Yes/No

EDUCATION AND TRAINING	
Qualifications obtained	Grade

TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel is relevant to the post.

CURRENT/MOST RECENT EMPLOYER

Period of employment	Brief description of duties
Employer	
Current Post	
Salary	
Reason for leaving	

PREVIOUS EMPLOYERS

Employer	From	To	Job Title

MEMBERSHIP OF PROFESSIONAL BODIES

Name	Type of membership
Date of Registration	

REFERENCES

Please supply references from two previous employers. One must be your line manager from your current or most recent employer. A character/professional reference will only be accepted in circumstances where a previous employers reference is not available.

Name.....	Name.....
Address.....	Address.....
.....
Telephone No.....	Telephone No.....
Capacity in which this person knows you	Capacity in which this person knows you
.....
Can we contact before interview? Yes/No	Can we contact before interview? Yes/No

ADDITIONAL DETAILS

You are invited to provide additional information which explains your suitability for the post applied for and supports your application. Please use the job description and/or the person specification as a guide. *(Continue on a separate sheet if necessary)*

Finesse Leisure Partnership is committed to ensure that people from all sections of the community have genuine equal opportunities to gain employment in all service areas and to progress to employment at all levels.

In order to help us effectively monitor our Equal Opportunities Policy you are requested to complete this monitoring form. It is confidential and will be separated from your application form before shortlisting.

Position applied for:..... **Post no.**.....

I would describe my ethnic origin as: (please tick box)

A White, British, Irish, European,
any other white background

B Mixed, White and Black Caribbean
White and Black African, White
Asian, any other mixed background

C Asian or Asian British
Indian, Pakistani, Bangladeshi,
any other Asian background

D Black or Black British
Caribbean, African, any other black
background

E Chinese or other ethnic group

I am

I am: Male Female

My religion is: Christian None Muslim Sikh
Buddhist Jewish Hindu Any other

I would describe my marital status as:

Married Single Living with Partner
Divorced Widowed Separated

Have you any medical condition/disability that may or may not affect your work that you wish to declare under the Disability Discrimination Act?

Yes No

If yes, please give details;

How did you hear about this vacancy?

.....

THE FOLLOWING INFORMATION IS TO HELP YOU FILL IN THE APPLICATION FORM AND PROVIDE YOU WITH SOME GENERAL INFORMATION

COMPLETING THE FORM

Please complete the form clearly.

The information given on the application form will be used to decide whether or not you meet the criteria for short-listing. Therefore, it is important that you complete the form accurately and in full.

If any space provided is inadequate, please use a supplementary sheet and attach it to this form.

REFERENCES

Please give details of two people (who are not related to you) who can give a reference for you. One must be your line manager at your current or most recent employer. We reserve the right to approach any previous employer and may specifically ask about disciplinary offences and sickness record.

DISCLOSURE OF CRIMINAL BACKGROUND

Employees who have access to children and young people are required to complete a Criminal Records Bureau form. If you are selected for appointment in such a post you will be subject to these procedures.

EQUAL OPPORTUNITIES

The Equal Opportunities Monitoring Form will be detached from your application form before shortlisting and will **not** be used when considering your application.

CIRRICULAM VITAE

Please note that we are not able to accept curriculum vitae at the moment.

RETURNING YOUR FORM

Your completed form should be returned to Finesse Leisure Partnership, 4th Floor Campus West, Welwyn Garden City, Herts, AL8 6BY

Your application form should be returned in good time to reach us by the closing date, as late applications will **not** be considered.

If you wish your application to be acknowledged, please enclose a stamped, self-addressed card or envelope.