



## King's Lynn Night Shelter Application Form

King's Lynn Night Shelter is an equal opportunities organisation. In inviting you to provide details of your background and experience, we would like to assure you that your replies will be treated as confidential. King's Lynn Night Shelter intends to ensure that no applicant should receive less favourable treatment than another on grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

**Please complete Sections I-10 in full.**

**Section II is optional.**

**Incomplete applications will be discarded. Please do not send CVs.**

**For safeguarding reasons and to comply with current employment legislation all applicants must be aged over 18 and have the right to work in the UK.**

<b>Post Applied For (specify if Nights, etc)</b>	
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### Section I Personal details

<b>Surname</b>		
<b>Forenames</b>		
<b>Address</b>		
<b>Post code</b>		
<b>Telephone</b>	Home:	Mobile:
	Can we contact you at work? Y/N	Work:
<b>Email (essential)</b>		
<b>Under the Asylum and Immigration Act 1996 we ask if you are eligible to work in the UK?</b>	Yes / No	
<b>NI number</b>		
<b>Are you related to any staff or trustee member? (If yes, give details)</b>	Yes / No	
<b>Do you hold a full UK driving licence?</b>	Yes / No	

## Section 2

### References

Please give the names of two referees (not friends or relatives) who are knowledgeable about you in a work context, the first of whom should be your current or most recent employer.

Reference 1		Reference 2	
Name		Name	
Company		Company	
Address		Address	
Postcode		Postcode	
Telephone No		Telephone No	
Email		Email	
Relationship/ Occupation		Relationship/ Occupation	
Can we contact before interview	Y/N	Can we contact before interview	Y/N

## Section 3

### Current or Most Recent Employment

Employer's name	
Address	
Job title	
From (month/year)	To (month/year)
Brief description of duties:	
Reason for leaving?	
How much notice are you required to give?	

## Section 4

**Previous Employment** Please explain any gaps in employment and continue on a separate sheet if needed.

<b>Employer's name</b>		
Address		
Job title		
From (month/year)		To (month/year)
Brief description of duties:		
Reason for leaving?		

<b>Employer's name</b>		
Address		
Job title		
From (month/year)		To (month/year)
Brief description of duties:		
Reason for leaving?		

<b>Employer's name</b>		
Address		
Job title		
From (month/year)		To (month/year)
Brief description of duties:		
Reason for leaving?		

## Section 5

### Education & Qualifications - Please continue on a separate sheet if needed.

Qualification obtained	Date	Awarding Body	Brief Details


**Section 6**  
**Relevant Training Undertaken** - Please continue on a separate sheet if needed.

Course	Date	Organisation	Brief details

**Section 7**  
**About you and the role you are applying for**

Please read the job description and person specification for this role and set out below the skills, experience and attributes that make you suitable for this position and what you think you can bring to this job.  
Please continue on a separate sheet if necessary.

## **Section 8**

### **Getting to know you**

Please tell us about your personal interests / hobbies

## Section 9

### Rehabilitation of Offenders Act 1974: this page must be completed.

The nature of this post means that it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, no convictions may be considered as 'spent'. The duties of the job also make the appointment subject to a check of police records. Consequently, all applicants must state whether they have any convictions, cautions or bind over that will show in a police check. Any information given will be treated in complete confidence. Any failure to declare any convictions, cautions or bind over that subsequently come to light will lead to the withdrawal of any offer of employment or to disciplinary action which may lead to dismissal.

I have read and understood this statement about convictions etc. and agree to enquiries being made of the Disclosure Barring Service (DBS) to apply for Enhanced Disclosure.

Have you ever been convicted of a criminal offence?

Yes	
No	

If yes, please give details including dates and sentences, if applicable, below.

Conviction	Dates	Sentence (please indicate whether this is current or spent)

Are you currently on a Probation Order or in contact with a Probation Officer or other professional in relation to your conviction?

Yes	
No	

It would be helpful if you could give us further details on any convictions(s) recorded above. Please continue on a separate sheet if necessary.

**Please turn over**

## **Section 10**

### **Declaration and Data Protection**

By signing and/or returning this application form, I confirm that the information supplied both by me and third parties, such as referees, to King's Lynn Night Shelter for the purposes or recruitment may be retained in a confidential file for a maximum period of six months and disposed of thereafter.

I declare that, to the best of my knowledge and belief, the information provided is correct and agree they should form the basis of any future employment. I understand that should any information on this application form be found to be false and/or that I have withheld relevant details, my application may be rejected or if appointed I may be dismissed.

**DATA PROTECTION:** King's Lynn Night Shelter undertakes to respect the privacy of the individual and has implemented strict procedures to protect the individual's rights under the Data Protection Act 1998. By submitting this application, you consent to King's Lynn Night Shelter holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering King's Lynn Night Shelter's business. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned.

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return via email as a Word document or PDF to [nightshelter.office@gmail.com](mailto:nightshelter.office@gmail.com)**

**or by post to King's Lynn Night Shelter, St John's House, Blackfriars Road, King's Lynn PE30 1NT**

## **Section 11**

### **King's Lynn Night Shelter Equality and Diversity Monitoring**

You are not obliged to answer the questions on this page. This information will be kept and used for the monitoring of the diversity of King's Lynn Night Shelter staff and applicants only. This information is treated in strict confidence and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory. Monitoring forms are not included in documentation for shortlisting.

**How would you describe your Ethnic Origin? (Please tick relevant category)**

White: British	White: Irish	White: Other
Mixed: White & Black Caribbean	Mixed: White & Black African	Mixed: White & Asian
Mixed: Other	Asian / Asian British: Indian	Asian / Asian British: Pakistani
Asian / Asian British: Bangladeshi	Asian / Asian British: Other	Black / Black British: Caribbean
Black / Black British: African	Black / Black British: Other	Chinese
Other	Prefer not to say	

**Post applied for:**

**Gender - Are you:**

(Please tick)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

**Disability**

Do you consider yourself disabled as defined under the Equality Act 2012?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details below:

Under the Guaranteed Interview Scheme, any disabled person who meets the minimum criteria of the person specification will be shortlisted for interview. In such an event, you will be contacted to confirm any additional arrangements which may be required for you to attend.

**Where did you see/hear about this vacancy?**