

Inspiring healthy lifestyles is committed to equal opportunities in employment and welcomes applications from all sections of the community

Section 1

Post Applied For:

Post Title: _____

Ref No: _____

As advertised in: _____

Personal Details

Title:

Mr

Mrs

Miss

Ms

Other:

Full Name: _____

Address (for correspondence):

Postcode: _____

Contact Telephone Number: _____

Email Address:

Please give details of present position held with brief outline of duties:

Employer's Name: _____

Employer's Address:

Postcode: _____

Job Title: _____

Current Salary / Pay: _____

Notice Period: _____

Dates of Employment:

May we contact you at work?

Yes

No

Main Duties and Responsibilities:

Previous Employment (If applicable)

Please include any unpaid / voluntary employment / work placements / apprenticeships etc

| Employer's Name | Job Title | Dates | Reason for Leaving |
|-----------------|-----------|-------|--------------------|
| | | | |

(Continue on additional sheets if necessary)

General Education

| Qualification / Subject | Awarding Body | Date Awarded | Level / Grade |
|-------------------------|---------------|--------------|---------------|
| | | | |

Further Qualifications e.g. vocational, professional, technical

| Qualification | Awarding Body | Date |
|---------------|---------------|------|
| | | |

Professional Bodies

Please give details of any professional bodies/associations to which you belong.

| Institute/Association | Membership Level | Registration No (if appropriate) |
|-----------------------|------------------|----------------------------------|
| | | |

Relevant Training and Non – Qualification Courses Attended.

(Continue on a separate sheet if required)

| Course Title | Duration | Provider |
|--------------|----------|----------|
| | | |

Do you hold a current and valid driving licence?

Yes No

Please support your application by relating what experience, knowledge and personal qualities you can bring to this job. Please ensure that you relate it directly to the requirements outlined in the person specification.

If required please use additional pages headed with your surname, initials and post applied for.

References

Please provide information for two people (not relatives) from whom references may be obtained. One must be your current or most recent employer. In the absence of previous employment experience a reference related to relevant voluntary and community work or if appropriate your Headteacher/Lecturer/Tutor/ or Doctor will be acceptable

| | | | |
|----------------------|-------|----------------------|-------|
| Name: | _____ | Name: | _____ |
| Position: | _____ | Position: | _____ |
| Company Name: | _____ | Company Name: | _____ |
| Address: | | Address: | |

| | | | |
|--|--|--|--|
| Telephone No: | _____ | Telephone No: | _____ |
| Email Address: | _____ | Email Address: | _____ |
| Relationship to you: | _____ | Relationship to you: | _____ |
| Can this reference be taken up immediately? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Can this reference be taken up immediately? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Are you related to any member of the Board of Trustees / Senior Manager of the Trust? Yes No

If yes, please provide their name:

Have you ever been dismissed from any previous employment on the grounds of abuse, misconduct or incapacity? Yes No

If yes, please give dates and reasons.
(Answering yes will not necessarily prejudice your application)

Please give details of any unspent criminal convictions including date of convictions and sentence imposed.

Having a criminal record will not necessarily prejudice your application

If you are shortlisted please describe any special arrangements which you would like the Trust to make available for your interview

DISCLOSURE AND VETTING OF APPLICANTS. A number of posts within the Trust will be subject to disclosure procedures. This particularly applies to posts that provide access to young people or vulnerable adult. These appointments will be subject to rigorous vetting processes including checks by the Disclosure and Barring Service (DBS) and other relevant bodies. The level of Disclosure required will be 'Enhanced' for all WLCT vacancies. Candidates selected for interview will be provided with information explaining this procedure.

A criminal record will not necessarily prevent you from obtaining a position.

DATA PROTECTION ACT 1998. The Trust will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee of the Trust the information will be used for the purpose of personnel administration including pay and pensions. Personal information will not be passed to other organisations without your prior consent.

To the best of my knowledge and belief all the particulars I have given are true. I acknowledge that providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or where the discovery is made after an appointment, in termination of contract. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signature: _____ **Date:** _____

Please return this application form to hr@wlct.org

Alternatively please post this application to:

Inspiring healthy lifestyles HR Team, Robin Park HQ, The Indoor Sports Centre, Loire Drive, Wigan, WN5 0UL



Inspiring healthy lifestyles is committed to equal opportunities in employment. To ensure the effectiveness of this policy and for no other purposes you are requested to place a tick in the appropriate boxes below and complete the details as required.

This information is held for **monitoring purposes** and will be kept strictly confidential.

Name: _____

Address: _____

Postcode: _____

Job applied for: _____ **Post Number:** _____

Sex: Male Female **Date of Birth:** _____

Marital Status: Single Married / Civil Partners Divorced Widowed

| What is your ethnic background? Please select the appropriate box that indicates your cultural background | | | | |
|---|---|---|---|-----------------------------------|
| A – White | B – Mixed | C – Asian or Asian British | D – Black or Black British | E – Chinese or other Ethnic Group |
| British | White | Indian | Caribbean | Chinese |
| Irish | White & Black Caribbean | Pakistani | African | Any other, please specify: |
| Any other white background, please specify | White & Black African | Bangladeshi | Any other Black background, please specify: | |
| | Any other mixed background, please specify: | Any other Asian background, please specify: | | |

| What is your religion? Please select the appropriate box that indicates your religious background | | | | |
|---|----------|-------------------------------------|--------|-----------|
| None | Buddhist | Muslim | Jewish | Christian |
| Hindu | Sikh | Any other religion, please specify: | | |

As a disability Symbol employer, this information is needed so all disabled applicants who meet the minimum criteria for this position are offered an interview. The Equality Act 2010 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration do you consider you have a disability?

If Yes please give details:

How did you find out about this vacancy?

Signature: _____ Date: _____

Failure to complete the Equality and Diversity Monitoring Form will not affect your application

If you believe that there has been unfair discrimination in making the appointment, there is a process of investigation available, subject to reasonable grounds for suspicion being identified. If you wish to pursue an unfair discrimination complaint please contact the HR Team, Inspiring healthy lifestyles, Robin Park HQ, The Indoor Sports Centre, Loire Drive, Wigan, WN5 0UL.

Equal Opportunities Policy – Codes of Practice

Statement of Commitment to Employees

1. The primary and supportive commitment of the Trust in regard to equal opportunities in employment will be expressed and implemented through this code of practice

2. Objective

As an employer, the Trust is committed to promoting equality of opportunity for all its existing and potential employees. The Trust has the responsibility to uphold the right of each employee to be judged on merit and competence.

The Trust will undertake this responsibility by promoting equality of opportunity through the Trust's employment policies, practices and service delivery arrangements, and will distribute and publicise this Code of Practice.

3. Policy

- (a) Expect all employees to behave with respect towards their colleagues and customers regardless of gender, age, colour, nationality, national or ethnic origin, religious belief, disability, social class, marital status or sexual orientation.
- (b) Seek to eliminate all forms of discrimination which contravene our equal opportunities commitment
- (c) Respect cultural difference and promote an environment of cultural awareness
- (d) Value diversity and use people's talent to the full
- (e) Progress equal opportunities in employment and address areas of under representation in the workforce
- (f) Incorporate and monitor equality targets in employment and promotion policy and practice
- (g) Provide mandatory training to ensure that all employees are aware of their rights and their duties under the equal opportunity commitment
- (h) Accept the right of each employee and customer to be treated fairly
- (i) Design and implement adequate systems and procedures to deal with any form of harassment or other unfair discriminatory incidents or complaints
- (j) Encourage employees to report all types of unfair discriminatory practice
- (k) Establish performance standards, targets and indicators to monitor the effectiveness of the implementation of this policy

4 Support

The Trust will establish procedures and processes to support employees in maintaining the policy