

## APPLICATION FORM

### Information for Candidates

#### Help us to provide high quality leisure and cultural services in the Borough of Rochdale

Thank you for your interest in joining us at Link4Life. We are an equal opportunities employer and service provider employing around 250 people, either full or part time.

We hope you will decide that Link4Life is the right future for you – and that you share the core values that we are looking for to help us take leisure and cultural services forward.

#### About Link4Life

Link4Life is the trading name for the Rochdale Boroughwide Cultural Trust. It is an independent company limited by guarantee (and a registered charity). It is governed by a Board of Trustees who are all unpaid volunteers.

The purpose of the Trust is to lead and manage the delivery of high quality, enjoyable, affordable, accessible cultural provision in Rochdale Borough that gives residents and visitors the opportunity to lead the active, creative and healthy lifestyle of their choice.

Link4Life was set up on 1 April 2007 to provide cultural services as commissioned by Rochdale Metropolitan Borough Council under a 15 year Partnership Agreement. Services provided cover four main areas: Arts and Heritage, Entertainment, Fitness and Health, Sport and Leisure.

The Trust keeps the Council fully up to date with what it is doing. It supports Township priorities and attends Township meetings. The Trust also works with the Council and the Public Service Reform Board to meet their vision for Rochdale Borough to develop as a prestigious sub-regional centre and as an attractive place to live and work.

#### Our Core Values

We have **PRIDE** in where we work and what we do.

**Passion**  
**Respect**  
**Integrity**  
**Drive**  
**Excellence**

Every day we will work with **PRIDE** to deliver our five Core Values:

**Passion** – We believe in the services we provide and our ability to make a difference.

**Respect** – We value diversity and treat everyone with dignity and respect.

**Integrity** – We are open and transparent in the way we conduct our business.

**Drive** – We are experts in our field and are working to build a strong future for leisure and cultural services.

**Excellence** – We listen, learn, continually adapt and improve.

## APPLICATION FORM

Thank you for the interest you have shown in working for Link4Life. Please complete this form in black ink. An online version of the form is also available on our website at [www.link4life.org/jobs](http://www.link4life.org/jobs). Please contact us if you require this in an alternative format.

Please note that all information must be contained in the application form. CVs will not be accepted.

### Closing Date

The closing date for all vacancies is given on the advert and Job Description. Your application must be received by the date given.

### Vacancy Details

Job Title:

Job reference number:

### Personal Details

Title:	First Name(s):	Last Name:
Known as:		NI Number:
Address:		
Address Line 2:		
Postcode:	Contact Number:	
Email address:		

### Eligibility to work in the UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK?

YES  NO

If no, please provide further details:

## Other Applicant Details

Are you currently, or have you previously been employed by this organisation? YES  NO

Are you related to a Senior Manager or Trustee of this organisation? YES  NO

If yes, please provide details:

Name:

Relationship to you:

## Dismissals

Have you ever been dismissed from any employment for any reasons other than redundancy? YES  NO

If YES please give details, including dates, reasons and employer.

## EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

### Employment Experience

Name of current/most recent employer & address:

Job Title:

Salary and benefits:

Date from & to (dd/mm/yyyy):

Period of notice required:

Reason for leaving:

Please provide brief details of duties and responsibilities:

Please list your employment history held within the last five years, starting with the most recent, including any previous or current employment with this organisation. However, if you have been employed in any capacity relevant to your application outside of this period you should also include this below. There should be no gaps in your employment history. Please note we reserve the right to contact any former employer, even if they have not been named as one of your chosen referees.

**Previous Employment Experience (including unpaid and voluntary experience)**

Previous employer & address	Job Title	Date from & to	Reason for leaving	Please provide brief details of duties and responsibilities

## REFERENCES

Please give details of two referees, one of which must be from your current or last employer if you have one. The second referee should also be from a previous employer. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References may be obtained prior to interview with your consent.

### 1st Reference

May we contact this person prior to any interview? YES  NO

Referee name:

Job title (if applicable):

Organisation:

Address:

Postcode:

Telephone number:

Email address:

Relationship to you:

### 2nd Reference

May we contact this person prior to any interview? YES  NO

Referee name:

Job title (if applicable):

Organisation:

Address:

Postcode:

Telephone number:

Email address:

Relationship to you:

## EDUCATION AND TRAINING

The person specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with most recent first. You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of your qualifications at interview. Relevant National Vocational Qualifications and Apprenticeships should be included in this section.

### Education

Qualifications	Grade	Where Obtained	When Obtained

### Membership of Professional Bodies

Professional Body	Level & Method of Membership	Membership Number & Date of Membership	Membership by Exam (Yes or No)

### Training / Development

Subject	Provider	Date(s) Attended & Completed

## SUPPORTING INFORMATION

### Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves.

The person specification describes the necessary skills, experience and qualifications we are looking for.

Pay particular attention to those areas on the person specification described as essential. **You can only be considered for interview if you show how you meet all of the essential criteria listed.**

Use the person specification to help you pick out the relevant parts and organise the information concisely. **It is not enough to simply state that you meet the criteria – you should explain how you meet the criteria.** This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Please organise your information using the headings in the Person Specification.**
  - **Show the extent you have gained the skills and experience necessary for the post.**
  - **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
  - **Always remember to specify your responsibilities rather than those of your section or department**
-

## DECLARATION

The information I have given on this form is true and accurate to the best of my knowledge. I have read or had explained to me and understand all the questions on the form. I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the UK.

I understand that:

- a) If I am appointed, it will be to a specified post, but I may later be liable to serve in any post which is suitable for the grade at any other place of work that the Trust may require.
- b) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) I understand that I will be asked to declare in writing whether I have been convicted of any offences in a Court of Law and if so to provide details of the offence(s). I understand that failure to disclose such convictions may result in dismissal or disciplinary action by the Trust.
- c) Under legislation for the Protection of Children and Vulnerable Adults (if it applies to this post), if successful, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. I understand that a criminal record will not necessarily debar me from employment with the Trust.
- d) In accordance with the Data Protection Act, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful.
- e) Providing false information is an offence and could result in my application being rejected or my immediate dismissal if selected and possible referral to the police.

---

Signed:

Date:

---

### You may return your application form:

**By post or by hand to:** HR Department  
Link4Life  
PO Box 428  
Number One Riverside  
Smith Street  
Rochdale OL16 1ZL

**By email to:** [jobs@link4life.org](mailto:jobs@link4life.org)

Please note that late applications will not be accepted after the closing date and if you submit your application online, you will be asked to sign this declaration if you are appointed to the post.

Please check the advert and job description for the closing date.

The decision whether or not to shortlist you for interview will be based on the information you provide on your application form. We do not take into account any previous applications or prior knowledge of you.

## MONITORING EQUALITY AND DIVERSITY

Link4Life is committed to Equal Opportunities in employment and welcomes applications from all sections of the community. In order to ensure the effectiveness of this policy and for no other purpose you are requested to complete the details below.

Post Applied for:

Job Reference No:

### Gender

Male  Female

Is your gender identity the same as the gender you were assigned at birth? YES  NO

### Age Bracket

16-17

18-25

26-34

35-49

50-59

60+

### Ethnic Origin

White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Other White	<input type="checkbox"/>
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Indian	<input type="checkbox"/>
	White and Pakistani	<input type="checkbox"/>
	White and Bangladeshi	<input type="checkbox"/>
	Other mixed	<input type="checkbox"/>
	Asian or Asian British	Indian
Pakistani		<input type="checkbox"/>
Bangladeshi		<input type="checkbox"/>
Kashmiri		<input type="checkbox"/>
Other Asian		<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Black British	<input type="checkbox"/>
	Other Black	<input type="checkbox"/>
Chinese or other	Chinese	<input type="checkbox"/>
	Other ethnic group	<input type="checkbox"/>
	Unknown	<input type="checkbox"/>

### Religion/Belief

Buddhist       Christian       Hindu       Jewish       Muslim       Sikh   
 No Religion       Other  (please state)

### Sexual Orientation

Bisexual       Heterosexual/Straight       Gay Man       Gay Woman

### Applicants with Disabilities

Do you consider yourself to have a disability YES     NO

Are you registered disabled? YES     NO

If yes please indicate the nature of your disability and what adjustments will be required for you during the selection process:

### Caring Responsibilities

Is there anyone who relies upon you for care and attention AND that you assist with their daily routine? YES     NO

If yes, please indicate who you provide such care for? Adults (18 over)     Children

### Source of Application

Rochdale Observer       Link4Life Website

Heywood Advertiser       Yourcounciljobs.co.uk

Middleton Guardian       Leisurejobs.co.uk

Manchester Evening News       National Newspaper

Job Centre Plus       Professional Journal

Link4Life Vacancy Bulletin       Other

### Data Protection Act 1998

I consent to the data on this form being used for statistical purposes to assist Link4Life in the monitoring of equality and diversity.

Signed:

Date: