



APPLICATION FORM

Thank you for the interest you have shown in working for Link4Life. Please complete this form in black ink. A pdf version of the form is also available on our website; contact us if you require this in an alternative format. Note all information must be detailed in this application form as 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 this date.

APPLICANT DETAILS

Vacancy Details

Job Title:

Job Reference Number:

Personal Details

Title:

First Name(s):

Known As:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

Contact Number:

Email Address:

Eligibility to Work in the UK

Do you have an entitlement to work in the UK?

YES NO

If no, please provide further details:

Other Applicant Details

Are you related to a Senior Manager or Trustee of this organisation?

YES NO

If yes, please provide details:

Name:

Relationship To You:

EMPLOYMENT

Current / Most Recent Employer

Name and Address of Current / Most Recent Employer:

Job Title:

Salary and Benefits:

Date From / To (DD/MM/YYYY):

Notice Required:

Reason for Leaving:

Brief Details of Duties and Responsibilities:

Previous Employment (including unpaid and voluntary experience)

Previous Employer
and Address

Job Title

Date From / To

Reason for Leaving

Brief Details of Duties and Responsibilities:

Previous Employer
and Address

Job Title

Date From / To

Reason for Leaving

Brief Details of Duties and Responsibilities:

| Previous Employer and Address | Job Title | Date From / To | Reason for Leaving |
|-------------------------------|-----------|----------------|--------------------|
|-------------------------------|-----------|----------------|--------------------|

Brief Details of Duties and Responsibilities:

| Previous Employer and Address | Job Title | Date From / To | Reason for Leaving |
|-------------------------------|-----------|----------------|--------------------|
|-------------------------------|-----------|----------------|--------------------|

Brief Details of Duties and Responsibilities:

| Previous Employer and Address | Job Title | Date From / To | Reason for Leaving |
|-------------------------------|-----------|----------------|--------------------|
|-------------------------------|-----------|----------------|--------------------|

Brief Details of Duties and Responsibilities:

EDUCATION, TRAINING AND DEVELOPMENT

Education

| Qualifications | Grade | Where Obtained | When Obtained |
|----------------|-------|----------------|---------------|
|----------------|-------|----------------|---------------|

Reference 2

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

Referee Name:

Job Title (if applicable):

Organisation:

Address:

Postcode:

Contact Number:

Email Address:

Relationship To You:

SUPPORTING INFORMATION

This section of the Application Form is where you demonstrate your suitability for the job. Read through the Job Advert and Job Description to get a clear view of what the job involves. The Person Specification describes the skills, experience and qualifications we are looking for. Pay particular attention to those areas described as essential as you can only be considered for interview if you show how you meet all of these.

Please organise your information using the headings in the Person Specification.

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

Experience, Skills and Knowledge

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) 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;
- b) 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;
- c) 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;
- d) Under legislation for the Protection of Children and Vulnerable Adults (if it applies to this post for which I am applying), if successful, I will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record. I understand that a criminal record will not necessarily debar me from employment;
- e) In accordance with GDPR and the Data Protection Act, I consent to the personal details submitted with this application form being used only for selection and interview procedures and for employment records if successful.

Signed:

Dated:

You may return your application form:

By email to: jobs@link4life.org

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

Please note that 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. 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.