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| --- | --- | --- | --- | --- | --- | --- | --- |
| APPLICATION FORM | | | | | | Health for All (Leeds) Ltd  Tenants Hall Enterprise Centre  Acre Close  Middleton  Leeds  LS10 4HX  Tel - 0113 2706903  Fax - 0113 2725104  Email -recruitment@healthforall.org.uk  Website - [www.healthforall.org.uk](http://www.healthforall.org.uk) | |
|  | | |  | | |
| Application for the post of: | | | | Ref: 304:Coordinator - Work and Health | | | |
|  | | | | | | | |
| Where did you see the post advertised? | | | |  | | | |
|  | | | | | | | |
| Family Name | |  | | | First Name | |  |
| Address including postcode | |  | | | | | |
|  | | | | | |
|  | | | | | |
| **Email Address** | |  | | | | | |
| Telephone Number | |  | | | | | |
| National Insurance Number | |  | | | | | |
| References - Please remember to ask your referee(s) for permission before you give their name. Please give details of two referees. One of the referees MUST be your current or most recent employer. Your referees must be able to vouch for both your honesty and professional competence. Family members and friends cannot be referees. The information we request will relate to salary, length of service, job title, skills & abilities, reasons for leaving, absence records, and disciplinary record. Two satisfactory references must be received before commencement of employment. Please note we may request more than two references.Referees will only be contacted if you are offered a post | | | | | | | |
| **Referee 1.** | Name |  | | | | | |
| **Address** |  | | | | | |
|  | | | | | |
| Contact number |  | | | | | |
| Email address |  | | | | | |
| How they are known to you |  | | | | | |
| **Referee 2.** | Name |  | | | | | |
| **Address** |  | | | | | |
|  | | | | | |
| Contact number |  | | | | | |
| Email address |  | | | | | |
| How they are known to you |  | | | | | |
|  | | | | | | | |

**Employment History**

Please give **all** details of paid employment you have had, please start with your **most recent employer.** Ensure all sections of your employment history are completed fully

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

**Employment History – Continued**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employer Name** |  |
| **Dates employed From and To** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |

### Voluntary Work

Please indicate any voluntary activities you have undertaken which are relevant to this post.

|  |  |
| --- | --- |
| **Organisation** |  |
| **Dates volunteered From and To** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Dates volunteered From and To** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Dates volunteered From and To** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Dates volunteered From and To** |  |
| **Main Duties** |  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Dates volunteered From and To** |  |
| **Main Duties** |  |

**Education and Training**

Please list in date order ending with your most recent achievement.

### Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School, College, University, etc** | **From** | **To** | **Qualification Achieved** | **Grade** | **Year Achieved** |
|  |  |  |  |  |  |

**Short Training Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject/Title** | **Organising Body** | **Date** | **Duration** |
|  |  |  |  |

**Information in support of this application**

Tell us how your experience and skills meet the criteria set out in the person specification. Please complete all sections and demonstrate how you meet the criteria. Make sure you back up your statements up with clear evidence of your Experience, Skills, Ability, knowledge and Attitudes knowledge. Please use examples from your previous jobs, voluntary work or your studies. Invitation to interview for the position will depend on how well you meet the set criteria.

|  |
| --- |
| **1. Experience (maximum 250 words)** |
|  |

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| --- |
| **2. Skills (maximum 250 words)** |
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| **3. Ability (Maximum 250 words)** |
|  |

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| --- |
| **4. Knowledge (Maximum 250 words)** |
|  |

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| --- |
| **5. Attitudes and Personal Attributes (maximum 250 words)** |
|  |

**Health for All (Leeds) Ltd, aims to promote equality of opportunity for all with the right mix of talents, skills and potential.**

**Health for All welcomes applications from diverse candidates.**

**Health for All is committed to safeguarding children, young people and vulnerable adults and the successful applicant will be subject to an enhanced DBS check.**

**Criminal records are considered for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not, be asked to disclose convictions, which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).**

**Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked, to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.**

**Declaration Section**

I confirm that the information given in this application form is a true record and understand that any false information can result in my employment with Health for All being terminated if successfully appointed. Only an original signature will be required if you are offered the post.

|  |  |
| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |

**Data Protection Consent**

I confirm that I consent to Health for All (Leeds) Ltd processing my data necessary for the purpose of recruitment and selection.

I understand that if I am unsuccessful at gaining employment with Health for All (Leeds) Ltd this application form, will be kept for a period of six months and then destroyed in line with our retention policies.

I understand that if successfully appointed the information I have supplied within this application form would be to perform a contract of employment.

We will not disclose your details onto any third parties unless required to do so by law.

Only an original signature will be required if you are offered the post.

|  |  |
| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |

PLEASE RETURN ALL COMPLETED APPLICATION FORMS TO:

[RECRUITMENT@HEALTHFORALL.ORG.UK](mailto:RECRUITMENT@HEALTHFORALL.ORG.UK)

PLEASE ENSURE YOU RETURN YOUR APPLICATION FORM BEFORE THE CLOSING DEADLINE