

# EQUAL OPPORTUNITY POLICY IN EMPLOYMENT

The Trust has an Equal Opportunities Policy aimed at treating all applicants for employment fairly, irrespective of their race, ethnic origin, gender, disability or age.

To enable us to monitor this policy we would ask that you complete this form and return it with your application form.

This information will be treated as strictly confidential and will be retained for monitoring purposes only. It will not form part of the application for employment process.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Surname** | |  | | | | | | |
| **2** | **Forenames** | |  | | | | | | |
| **3** | **Title** | | Mr / Mrs / Ms / Miss / Dr\*  \* Please delete as appropriate | | | | | | |
| **4** | **Date of Birth** | |  | | | | | | |
| **5** | **Post Applied For** | |  | | | | | | |
| **6** | **Gender** | | Male  Female | | | | | | |
| **7** | **Disablement** Do you suffer from any disability? | | | | No  Yes | | | | |
|  | Nature of disability | | | |  | | | | |
|  | Are you registered disabled? | | | | No  Yes | | | | |
| **8** | **Ethnic Origin** | | | |  | | | | |
|  | Bangladeshi |  | | Chinese | |  | White European | |  |
|  | Black African |  | | Indian | |  | White Non European | |  |
|  | Black Caribbean |  | | Pakistani | |  | Other (Please State) | |  |
|  | Black Other |  | | Other Asian | |  |  | | |
| **9** | **Are you required to have a work permit to work in the UK?** | | | | | | | No  Yes | |

MILLFIELDS COMMUNITY ECONOMIC DEVELOPMENT TRUST

# APPLICATION FOR EMPLOYMENT

Office use only:

|  |  |
| --- | --- |
| Candidate Number: |  |

In line with our equal opportunities policy, this page will not be seen by the Short-listing and Interview panel.

|  |  |  |
| --- | --- | --- |
| **Post Applied For** |  | |
| **Name** |  | |
| **Address** |  | |
| **Telephone Number** | **Home** |  |
| **Work** |  |
| **Email** |  | |

#### **References**

Please give the names of two people we can contact for a reference, one of whom should be a previous employer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Name** |  | **2.** | **Name** |  |
|  | **Address** |  |  | **Address** |  |
|  | **Tel** |  |  | **Tel.** |  |
|  | **Mbl** |  |  | **Mbl** |  |
|  | **Email** |  |  | **Email** |  |
|  | **Position** |  |  | **Position** |  |

I declare that the information submitted in this form is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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Office use only:

|  |  |
| --- | --- |
| Candidate Number: |  |

###### 3 Present (or most recent) Employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Name** |  | | | | |
| **Address** |  | | | | |
| **Title of Post** |  | | | | |
| **Dates Employed** | **From:** |  | | **To:** |  |
| **Current Salary** |  | | | | |
| **Full-time** | | | **Part-time** | | |
| **Period of Notice Required** | |  | | | |

## **Brief outline of duties**

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##### Previous Employment or Experience (including voluntary work) which is of relevance to this post (most recent first).

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer** | **Title of post & main duties** |
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**Please explain any gaps in your employment history regardless of lengthMILLFIELDS COMMUNITY ECONOMIC DEVELOPMENT TRUST**

##### Education and Training

Please give details including qualifying dates of academic achievement and training which you believe to be relevant or necessary to the post.

|  |
| --- |
| **Relevant Education & Qualifications** |
|  |
| **Relevant Training** |
|  |

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1. **Please outline the skills and experience you would bring to the post.** (Candidates should refer to the job description and person specification).

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|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **Please give any other information which you feel may have a bearing on you application that you wish to bring to our attention.** | | |
| **8** | **Number of days sickness in the last two years?** | | |
| **9** | **Do you have any unspent criminal convictions?** | Yes | No |
|  | If yes please give details of all convictions below: | | |

Please return the completed application to:

Millfields Trust

HQ Business Centre

237 Union Street

Plymouth

PL1 3HQ

Or

Email: info@millfieldstrust.com