

Application for employment

Thank you for applying for employment with Riverside.

Before you fill in this form, please read the 'Information for job applicants' leaflet we have also sent to you. This tells you more about us. It will also help you fill in the form in a way which will improve your chances of gaining an interview.

Please fill in this form using black ink.

1 About the post

Post applied for

Where is the post based?

Where did you see the post advertised?

Have you previously applied for a post at Riverside? Yes No

If Yes, please give the following information

Job title Date of application

Were you interviewed? Yes No

2 About you

Please print in BLOCK CAPITALS

Mr Miss Mrs Ms Other, please state

Your surname

Forenames

Present address

..... Postcode

Is this a Riverside property? Yes No

Telephone (Day) (Evening)

Email

Do you hold a current driver's licence? Yes No

Have you any endorsements? Yes No

Do you have access to a car for work? Yes No

For office use only

The information on this form must be kept **CONFIDENTIAL** within Riverside.

Ref no

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Date received

.....

Date first interview

.....

Date second interview

.....

3 Education

Please give the following information (most recent first).

Name of school, college, university or training establishment	Qualifications you have gained or you are studying for, plus any training courses you have taken	Level/Grade attained	Dates
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4 Personal development

Please provide details of any other professional or technical qualifications you have/are undertaking which are relevant to your application. Please also include relevant courses you have attended.

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5 Employment history

Please give details of your current and previous employment. Start with your most recent first and work back. You should include part-time work, voluntary work or work done from home.

Your current or most recent employment

Job title Type of business

Name and address of employer

Start date Leaving date (if applicable)

Reason for leaving (if applicable)

Current salary (before tax) £ Period of notice

Duties, responsibilities and any promotions you gained

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Previous employment

1. Name and address of employer

Start/leaving date to Reason for leaving

Job title and duties/responsibilities/promotions

2. Name and address of employer

Start/leaving date to Reason for leaving

Job title and duties/responsibilities/promotions

3. Name and address of employer

Start/leaving date to Reason for leaving

Job title and duties/responsibilities/promotions

4. Name and address of employer

Start/leaving date to Reason for leaving

Job title and duties/responsibilities/promotions

7 More about you

Please give details of your interests and hobbies, and say whether you are involved in voluntary work or are a member of any professional body or undertake any public duties.

8 Health

Do you have any significant health problems which may affect the way you do this job? Yes No

If Yes, please give details

How many **occasions** have you been absent from work due to illness in the last 2 years?

How many **days** have you been absent from work as a result of illness in the last 2 years?

9 Rehabilitation of Offenders Act 1974

If you have had any criminal convictions not exempt by Virtue of the Rehabilitation of Offenders Act 1974 please tell us about them in the space below. Some posts will require a check be undertaken with the Criminal Records Bureau. Convictions will not necessarily prevent you obtaining employment with us. Posts involving work with children, older people and all other vulnerable groups are exempt from the provisions of the Rehabilitation Of Offenders Act 1974. If you are applying for work in these areas you are required to state whether you have any convictions, cautions or reprimands found against you or criminal charges or summonses pending against you whether or not your offence is regarded as 'spent'. Successful applicants for this type of work will also be subject to a formal clearance process.

For all other posts that have not been exempted then you must also disclose any conviction, caution or reprimands found against you which are not spent under the terms of the Act. Convictions will not necessarily prevent you obtaining employment with us.

Failure to declare any offence/caution at this stage could result in the withdrawal of any offer or could result in the termination of your employment without notice.

10 Relationship to Riverside employees or Board Members

Riverside keeps a 'Register of Interests' of all its staff to make sure that there is no conflict between someone's work inside Riverside and involvement outside of it. If we offer you the post we will expect you to tell us about any such interests. We also need you to answer the questions below.

Are you related to a current or former employee? Yes No

Are you related to a current or former Riverside Board or Divisional/Subsidiary Board member? Yes No

If you answered Yes to either of the above questions, please give details below.

11 References

Please provide details of your current employer(s) for the last 3 years as referees (continue on another sheet if necessary) and one other person who could comment on your suitability for this post. We will not contact your referees before you have an interview and without first asking your permission.

- **If you are not working at present, please give the name of your previous employer(s).**
- **If you have never had paid employment, you could give the details of a tutor or senior worker in a voluntary organisation where you have done unpaid voluntary work.**

Referee 1 Name Job title

Address

Relationship to you

Referee 2 Name Job title

Address

Relationship to you

Referee 3 Name Job title

Address

Relationship to you

12 Statement

As far as I know the answers I have written on this form are true. I have answered all questions about myself fully and accurately, and I possess the certificates for qualifications I claim to hold. I am under 64½ years of age. I also know of no reasons which would prevent me taking up the post if I was offered it. I hold any work permits necessary and can legally work in the UK. If I am employed by Riverside and any information I have given on this application form is later found to be false or misleading, I understand that I may be dismissed.

Signed Date

**Thank you for completing this form.
Please return this form to the address given on the covering letter.**

All personal data will be processed, held and stored in accordance with current Data Protection legislation.

Equal opportunities monitoring

Riverside is committed to providing equality of opportunity. To make sure we meet this commitment, we keep certain records. It would help us if you answer the questions below.

This section will be used for monitoring purposes only and will be detached from the main form.

Date of birth Age

Gender, please specify Male Female

How would you describe your ethnicity?

White

- British
- Irish
- Any other White background
(please state below)

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background
(please state below)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
(please state below)

Black or Black British

- Caribbean
- African
- Any other Black background
(please state below)

If other, please state

Do you consider yourself to have a disability? Yes No

If Yes, what is the nature of your disability?

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If you are disabled and suitably experienced you will be invited for an interview.

Please tell us if there are any special arrangements you would like us to make if selected for interview.

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For office use only

Ref no