

LANCASTER CHARITY AND PLATTEN & BENSON ALMSHOUSE TRUST

Application For Employment Assistant to the Almoner

Please Return Completed Application Form To The Almoner at lancastercharity@btconnect.com
Closing Date: 30 July 2023 – 5 pm

1. PERSONAL DETAILS

First Name:		Surname:				
Address:		Mobile:				
		Tel:				
		Email:				
Do you have the right to work in the UK? Under Section 8 of the Asylum and Immigration Act 1996 (as amended), we will be required to see and copy documentation of evidence of the right to work before employment commences.			YES	☐	NO	☐
Have you ever been convicted of a criminal offence? You do not need to disclose convictions regarded as spent under the Rehabilitation of Offenders Act 1974.			YES	☐	NO	☐
Are you related to an employee of the Charities?			YES	☐	NO	☐
Do you have a current UK driving licence?			YES	☐	NO	☐
Do you have a disability you wish us to know about at this stage? The Equality Act 2010 protects disabled people from unlawful discrimination. If we know you have a disability, we will make reasonable adjustments to the arrangements or the working environment where we can reasonably do so. We will also make reasonable adjustments at interview.			YES	☐	NO	☐
To assist us in considering your application, please let us know below if you believe that there are any reasonable adjustments that we should be making at this stage:						

2. CURRENT OR MOST RECENT EMPLOYMENT

Employer's Name	
Address	
Position Held	
Grade/Salary	
Notice Required	

3. REFERENCES:

Please give the names, addresses and telephone numbers of two referees. One should normally be your current or most recent employer

Name:		Name:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
Relationship to you:		Relationship to you:	

4. PREVIOUS EMPLOYMENT

Please list all previous jobs, starting with the most recent and including all periods of work experience / work placements / voluntary work.

From (Date)	To (Date)	Name and Address of Employer	Job Title	Reason for Leaving

5. TRAINING AND DEVELOPMENT

Please list all relevant training or development courses you have attended. *You may continue in the additional information section if necessary.*

From (Date)	To (Date)	Title of Course	Provider	Qualification Obtained (if relevant)

6. EDUCATION

Please enter details of your education. *You may continue in the additional information section if necessary.*

From (Date)	To (Date)	Name and address of secondary school, college, university / other	Course followed	Qualification Obtained

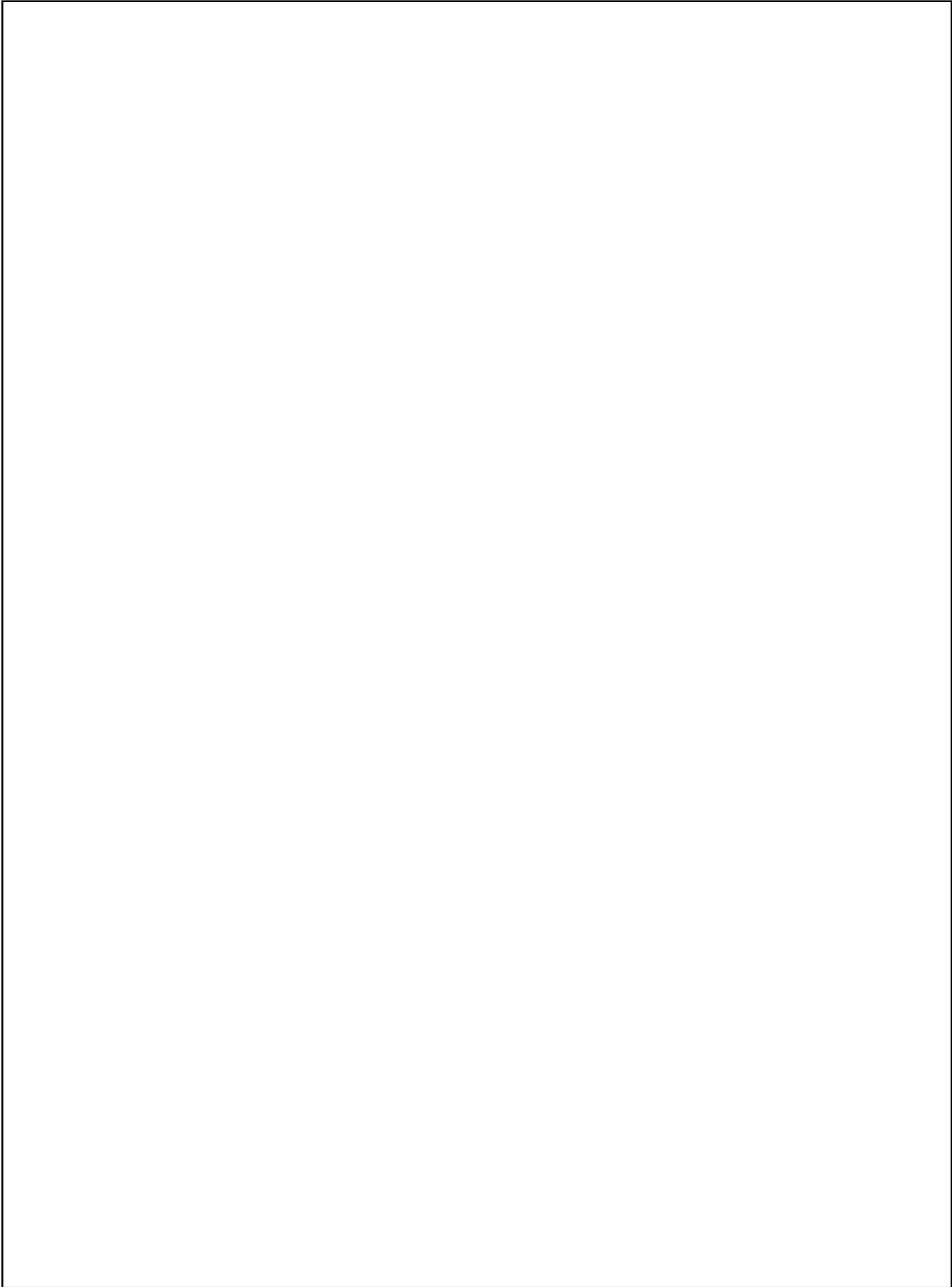
7. MEETING THE REQUIREMENTS OF THE JOB

Please explain how you meet the requirements set out in the person specification by addressing each item in the job description. Give clear and concise evidence and examples of your skills, abilities, experience, and achievements. **Please set out your response using the headings in the person specification.** You may use a maximum of 2 single sides of A4.

Please do not use any additional sheets and only use the space provided below.

NTO NEXT PAGE.

MEETING THE REQUIREMENTS OF THE JOB continued – PAGE 2



PLEASE DO NOT USE ADDITIONAL SHEETS

8. ADDITIONAL INFORMATION

Please enter any additional information relating to previous sections on Training and Education (with appropriate headings) below.

9. DECLARATION

I declare that the information given on this form is correct to the best of my knowledge and belief. I agree that information I give you in connection with this application may be stored and processed for the purpose of this recruitment exercise and for HR management.

Signed		Date	
--------	--	------	--

Equality Monitoring Form

Please note that this information is treated as strictly confidential.

We are committed to ensuring equality of opportunity in all our selection procedures. To assist us please provide the information below. This information enables us to check that we are attracting and selecting applicants from all sections of the community.

Please annotate this form accordingly to assist us when processing your application.

RACE AND ETHNIC ORIGIN

Do you consider yourself to be Black, Asian or Ethnic Minority?	Yes	☐	No	☐
---	-----	--------------------------	----	--------------------------

In addition to the above question, please look at all the descriptions of race or ethnic origin listed below. When you have read them all choose the one that most accurately describes you:

White – English / Welsh / Scottish / Northern Irish / British	☐	Asian – Indian	☐
White – Irish	☐	Asian – Bangladeshi	☐
White and Black Caribbean	☐	Asian – Pakistani	☐
White and Asian	☐	Asian – Chinese	☐
White and Black African	☐	Any other Asian background	☐
White – other background	☐	Gypsy or Irish Traveller	☐
Black – Caribbean	☐	Arab	☐
Black – African	☐	Any other Mixed / Multiple Ethnic background	☐
Black – Any other Black / African / Caribbean background	☐	Any other ethnic group	☐

GENDER

Male	☐	Female	☐		
Trans	☐	Another gender identity (or none)	☐		
Is your present gender different from that to which you were assigned at birth?		Yes	☐	No	☐

SEXUAL ORIENTATION

Which of the following options best describes how you think of yourself?

Heterosexual or Straight	☐	Gay or Lesbian	☐	Bisexual	☐	Other	☐	Prefer not to say	☐
--------------------------	--------------------------	----------------	--------------------------	----------	--------------------------	-------	--------------------------	-------------------	--------------------------

DISABILITY

Do you consider that you are covered by the Equality Act 2010?	YES	☐	NO	☐
If so, does your disability substantially affect the work that you can do?	YES	☐	NO	☐

AGE

What age group do you belong to?

16-24	☐	25-34	☐	35-44	☐
45-54	☐	55+	☐	Prefer not to say	☐

RECRUITMENT ADVERTISING

How did you become aware of this vacancy?

Newspaper (please specify)		Other (please specify)	
Online (please specify)			