

South Yorkshire Centre for Inclusive Living

CONFIDENTIAL

- Every applicant will be treated equally
- If relevant to the post, a standard disclosure may be required upon appointment

Application for the post of:

1 Personal Details

Surname	Address
First Name	
Home Telephone	
Work Telephone	
Email address	

2 General

<p>Do You consider yourself to be a disabled person?</p> <p>Yes No</p> <p>Are there any adjustments that may be required should you be invited for interview?</p> <p>If so please state here:</p> <p>As a Disability Symbol User, SYCIL will interview all disabled candidates that met the minimum criteria for the position.</p>	<p>Have you ever been convicted of a criminal offence?</p> <p>If the answer is 'yes' and you are invited to attend for an interview, you will be expected to give full details of the conviction at the interview. (Due to the nature of SYCIL's work, you are expected to give full details of any conviction at any time. Failure to disclose convictions will mean that your application will be rejected, or, if you are appointed and a conviction subsequently comes to light, you may be dismissed).</p>
<p>Do you require a work permit?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>National Insurance No/Work Permit Details</p>

References

Please indicate 2 people who can comment on your suitability for this post (not friends or relatives). One must be your present / most recent employer.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Email address:	Email address:
Tel No:	Tel No:

Please indicate by an X in the box if you do not wish us to take up references at this stage.

FOR OFFICE USE ONLY.					
Interview	Yes	No	Inter Letter	Date	Time
Ref. 1			Date Sent		Date Rec
Ref. 2			Date Sent		Date Rec
Successful		Unsuccessful	App Letter		Date
Police Check requested		Date Received			

3 Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level

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4 Personal Development

Please include any courses, membership and/or voluntary work you consider relevant with outcomes where applicable

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Please continue on a separate sheet if necessary, giving title heading.

5 Employment History

Please give details of all posts held including part time and unpaid work, starting with your current or most recent employer.

Name and Full Address of Employer	Post Held/Key Achievements	Reason for Leaving

Please continue on a separate sheet if necessary, giving title heading.

6 How do you meet the Selection Criteria?

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the competency specification). You should draw on your experience from your current or previous roles or from other relevant situations (e.g. activities outside work)

Please continue on a separate sheet if necessary, giving title heading.

I declare that the information I have given in this application is accurate and true. I understand that giving false information may lead to disciplinary action including dismissal.

Signed.....Date.....

Return completed application form to;

**The Administrator SYCIL M & M Business Park, Doncaster Road, Kirk Sandall,
Doncaster, DN3 1HR Tel: 01302 892949 Fax: 01302 885023 Minicom: 01302
892968**