

## 1 Vacancy Details

Job Title: .....

Post No: .....

Closing Date: .....

Interview Date: .....

### FOR OFFICE USE

Date sent out: \_\_\_ / \_\_\_ / \_\_\_

Date returned: \_\_\_ / \_\_\_ / \_\_\_

Application No: \_\_\_\_\_ / \_\_\_

## 2 Personal Details

Surname:

First name(s):

Previous name:

Date of Birth:

Address:

Post Code:

Home Tel:

Other Contact No:

E-mail Address:

National Insurance Number:

## 3 Disclosure of Relationships

Are you related to any Trustee(s) or employee(s) of Nuneaton & Bedworth Leisure Trust? Yes / No  
If yes, please state name(s), relationships(s) and position(s):

.....

Canvassing of employees/trustees' will disqualify applicants

## 4 Disability / Health Conditions

1. NBLT encourages people with disabilities to apply for jobs and is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them based on their abilities.

2. Disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Do you consider yourself  Disabled  Non Disabled

(If you consider yourself disabled please answer the question below)

3. Please specify if you require any reasonable adjustments, due to disability or a health condition, to enable you to attend for an interview/assessment?

.....

.....

.....

.....

## 5 Monitoring

### Ethnic Origin (choose one and tick the appropriate box)

If you are descended from one or more ethnic group, please tick the group to which you consider you belong or tick the 'other' box and give details of any ethnic group in the space provided.

#### A White or White British

- British       Irish       Other .....

#### B Mixed

- White and Black Caribbean       White and Black African  
 White and Asian       Other .....

#### C Asian or Asian British

- Indian       Pakistani       Bangladeshi       Other .....

#### D Black or Black British

- Caribbean       African       Other .....

#### E Chinese or other ethnic group

- Chinese       Other .....

### Gender (please tick which is applicable)

- Male       Female       Prefer not to state

### Age (please tick which is currently applicable to you)

- 16 - 19       20 - 24       25 - 29       30 - 44       45 - 59       60 - 64       65+

### Religion or Belief (please tick which is applicable)

- Buddhist       Christian (all denominations)       Hindu       Jewish  
 Muslim       Sikh       None       Other (please specify) .....

### Sexual Orientation (please tick appropriate box)

- Heterosexual       Gay       Lesbian       Bisexual       Prefer not to state

### Media Response Monitoring (please tick appropriate box)

How did you find out about the vacancy for which you are applying?

- Advertisement (please give name of publication).....  
 Internal       Word of mouth or casual enquiry  
 Job Centre Plus       Other .....

**Thank you for spending the time to provide the above information.**

This will enable us to ensure that our equality policy is continually monitored and improved.



## 9 Present or Most Recent Employment / Work Experience

Position Held	Salary/Benefits	Date Started	Notice Required
Employer	<b>Brief outline of your main duties/responsibilities/achievements</b>		
Address:			
Post code:			

## 10 Past Employment and / or Work Experience (please list most recent first)

Previous Employer / Organisation	Position Held	Dates		Reason for leaving
		from	to	

(Continue on separate sheet if necessary)



## 12 Declaration of Criminal Records and Cautions

Have you ever received a caution, including conditional cautions, been convicted by court of any offence, been reprimanded or given a final warning?  Yes  No

Please give details of all convictions and/or cautions in a sealed envelope marked private and confidential for the attention of HR, and attach this to your form including date, court and nature of offence.

Posts that require you to complete a disclosure form will be identified on the person specification.

## 13 References

Please note that details of your sickness absence will be requested from your employment reference.

**1** Name: .....  
Relationship: .....  
Address: .....  
.....  
.....  
Post Code: .....  
Tel.No: .....  
E-mail: .....  
Permission to contact prior to interview Yes / No

**2** Name: .....  
Relationship: .....  
Address: .....  
.....  
.....  
Post Code: .....  
Tel.No: .....  
E-mail: .....  
Permission to contact prior to interview Yes / No

## 14 Application Return Address

### Completed application forms should be returned

To: Nuneaton & Bedworth Leisure Trust  
HR Office  
3rd floor, Heron House  
Newdegate Street  
Nuneaton  
Warwickshire  
CV11 4EL



**nb leisure trust**

## 15 Declaration

I am signing to say that the information given in this application is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to dismissal. By submitting this application form I am giving you permission to process, retain and make reasonable use of the personal information I have provided in connection with your employment policies, practices and procedures. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

I also understand that satisfactory references, CRB Disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed .....

Date .....