

## Application Form

You should complete this form fully in black ink or typescript and return it to:

**The Rainbow Centre, The Bradbury Building, Palmerston Drive, Fareham, Hants, PO14 1BJ**

Please do not substitute a CV for this application form.

Position Applied for:
When would you be available to start?

### PERSONAL INFORMATION

Title:  Surname:  Forenames:

Surname at birth (if different):

Place of birth:  Nationality:

Permanent address:

Post Code

Address for letters (if different):

Post Code

Email address:  Fax:

Home telephone:  Daytime telephone:   
*(where a message may be left)*

If you have ever possessed any other nationality or citizenship, please give full details with dates:

Are you lawfully resident in the UK? Yes  No  Are you subject to immigration control? Yes  No

If yes, please specify:

EDUCATIONAL QUALIFICATIONS

Please give details of schools, colleges or universities & dates attended:

Name and Address of Institution	Subjects Taken	Level of Qualification

We welcome applications from people with disabilities. Is your ability to perform the particular job for which you are applying limited in any way? Yes  No

If yes, how can we overcome this?

If short-listed for the position, we will ask if any special arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

**EMPLOYMENT INFORMATION**

Please give details of all full-time and part-time work, including any periods of self-employment, within the last ten years.

Name and Address of <b>Most Recent</b> or <b>Present</b> Employer	Dates		Job Title and Nature of Work	Reason for Leaving <i>(if appropriate)</i>
	From	To		
Basic Salary			Allowances/Bonuses <i>(if applicable)</i>	
Name and Address of <b>Previous</b> Employers <i>(Please list in order starting with the most recent)</i>	Dates		Job Title and Nature of Work	Reason for Leaving <i>(if appropriate)</i>
	From	To		
Give details of any time not already accounted for (including unemployment)				

OTHER INFORMATION

Please give details of any relevant skills, experience or interests that you have which are not covered in the previous pages

**All staff are subject to an Enhanced DBS check through Disclosure and Barring Service and are required to provide proof of their right to work in the UK and if they have lived abroad overseas police clearances will need to be sought.**

REFERENCES

Please give details of two referees; with their initials and correct style of address, whom we can approach, should you be short-listed. Referees should have first hand knowledge of your qualifications and experience, or should be able to comment on your present or most recent employment. Please be assured that we will not approach your current employer without an offer of employment being made and accepted.

FIRST REFEREE

Name:

Address:

Telephone:

Fax:

In what context does this referee know you?

SECOND REFEREE

Name:

Address:

Telephone:

Fax:

In what context does this referee know you?

**INTERVIEWS**

Please indicate dates within 14 days of the closing date when you would **not** be available for interview.

If you consider that you have a disability, please indicate any special arrangements you require to enable you to take part in an interview.

**ADVERTISING AND PUBLICITY**

Please indicate how you heard about this vacancy.

**DECLARATION**

I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information.

I give permission for all or part of this application to be held on both computerised and manual records, which I may request access to.

Signed:

Date:

Name:

**For office use ONLY**

Reference	Received	Acknowledged	Eligibility	Sift	Date of Interview

ETHNIC MONITORING QUESTIONNAIRE

The Rainbow Centre has a policy of equal opportunity. Everyone who is eligible to join The Rainbow Centre, whatever their sex or marital status, race, colour, ethnic or national origins, will receive equal treatment when applying for jobs. We want to find out whether this policy is working and to take steps to ensure further progress is made to achieving equal opportunities. To do this we need to know about the race or ethnic origin of people who apply to join The Rainbow Centre. We are therefore asking you to complete the following questionnaire. Your answers will be treated confidentially and will not affect your job application in any way.

May we thank you in advance for your co-operation.

Please read all the categories and then tick the box that you most identify with.

1. White

Any White background (specify if you wish)

2. Asian

Bangladeshi

Indian

Pakistani

Any other Asian background (specify if you wish)

3. Black

African

Caribbean

Any other Black background (specify if you wish)

4. Chinese

Any other Chinese background (specify if you wish)

5. Mixed ethnic background

Asian and White

Black African and White

Black Caribbean and White

Any other mixed ethnic background (specify if you wish)

6. Any other ethnic background (specify if you wish)