

# UNDERCLIFFE CEMETERY TRUST

## APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)

Job Title: <b>COORDINATOR AND REGISTRAR</b>	
To be returned to:  The Lodge, Undercliffe Cemetery, Undercliffe Lane, Bradford BD3 0DW.	
Closing date: <b>12 Noon 27 September 2017</b>	
Telephone No: 01274 642276 E: undercliffecemetery@hotmail.co.uk	

### IMPORTANT NOTE

Thank you for requesting an Application Form for the above post. Please read the following notes before completing the form.

Please:-

- read ALL enclosed information, particularly the Job Description and Personnel Specification before completing the form
- complete the form using black/dark blue ink or type for photocopying purposes
- give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Personnel Specification in the specific sections provided on this form
- complete the Monitoring Information on the back sheet and sign the declaration
- **use only the two additional information sheets as necessary – we do not encourage the submission of CV's**
- return to the address shown above on or before the closing date

Your full Name and postal address (please print in block capitals):          E-mail:	Telephone No's where you can be contacted. Day: Evening: Mobile: Fax:  How do you wish to be addressed In correspondence? MR/MRS/MISS/MS or OTHER (Please state):
--	--

### REFERENCES

It is our policy to take up references for those shortlisted. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. If you have not been previously employed, give the name of a responsible person who knows you well, but is not a relative. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.**

Give your former name if different from that above, to ensure we are asking for the correct reference.

Your Former Name and Job Title (if applicable)
--

NAME OF REFEREE And JOB TITLE or STATUS (e.g. teacher, friend)	ADDRESS FOR CONTACT	MAY WE APPROACH THEM BEFORE INTERVIEW?	
1 Name: Status: Tel No: Fax No: E-mail:	Post Code:	YES	
		NO	
2 Name: Status: Tel No: Fax No: E-mail:	Post Code:	YES	
		NO	

## EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

EDUCATION AND QUALIFICATION DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (CORRESPON)	DATE FROM	DATE TO

## PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

QUALIFICATION/PROFESSIONAL BODY	LEVEL	DATE ATTAINED	CURRENT MEMBERSHIP STATUS

## TRAINING AND DEVELOPMENT

List all relevant training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

COURSE AND TRAINING DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (RESIDENTIAL)	DATE FROM	DATE TO

Do you have a current driving licence? Car  M/C  HGV class  Others: \_\_\_\_\_

## LANGUAGE SKILLS

Which languages other than English do you speak and/or write? (please tick if fluent)

.....	Speak <input type="checkbox"/>	Write <input type="checkbox"/>	.....	Speak <input type="checkbox"/>	Write <input type="checkbox"/>
-------	--------------------------------	--------------------------------	-------	--------------------------------	--------------------------------

Please indicate whether you use Sign Language  Indicate B.S.L. level

## EMPLOYMENT HISTORY CURRENT (most recent) EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	DATE		REASON FOR WISHING TO LEAVE
		FROM	TO	
Tel No:	Salary/Wage:	No Hrs worked:		
Brief note of Duties and Responsibilities:				
				Length of Notice?

## PREVIOUS EMPLOYMENT Please show full time or part time hours in each case

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	F/T OR P/T HRS	SALARY/WAGE	DATE FROM	DATE TO	REASON FOR LEAVING

Under the requirements of the Asylum and Immigration Act, are you currently eligible to work in the UK? YES  NO

## HEALTH

Are you aware of any aspect of your health which could affect your ability to undertake this job? YES  NO

If you answered YES to the question above, please supply brief details.

.....

.....

**Please note:** You may be required to complete a pre-employment medical questionnaire for certain posts

## ADDITIONAL INFORMATION

Use the space below to show you have the skills, knowledge and experience to do the job (as described in the Job Description and Personnel Specification). You may also wish to include details of home based work, work in the community or with voluntary groups and your leisure interests to support your application. (Use up to two separate sheets as necessary).

# EQUAL RIGHTS

Undercliffe Cemetery Trust is an equal opportunities employer. All applications will be considered on merit.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

## YOUR PERSONAL DETAILS

Date Of Birth				Age	
Male		Please Tick			
Female					
National Insurance Number					

### DISABILITY

The Disability Discrimination Act (1995), defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability as defined above?

YES	NO

Are there any arrangements you would like the Council to make if you are interviewed?

## ETHNIC CLASSIFICATION

I would describe myself as (Please Tick):

White	English		
	Scottish		
	Welsh		
	Irish		
	Any Other White		
Mixed	White & Black Caribbean		
	White & Black African		
	White & Asian		
	Any Other Mixed		
Asian or Asian British	Indian		
	Pakistani		
	Bangladeshi		
	Kashmiri		
Black or Black British	Caribbean		
	African		
	Any Other Black		
Other Ethnic Groups	Chinese		
	Any Other Ethnic Group		

I confirm, that to the best of my knowledge, the information provided on this form is correct and gives a true representation of my qualifications and employment history.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name: \_\_\_\_\_

HOW DID YOU LEARN OF THIS VACANCY? \_\_\_\_\_

## FOR OFFICE USE ONLY

Date form Received:		Ref.s taken up by:	Telep.		In writing:		Qualifications Checked:	YES	NO
<b>Reason for Rejection (Please tick)</b>			<b>COMMENTS:</b>						
1 Exp	4 Know	7 Skills							
2 Qual	5 Circum	8 Phys							
3 Train	6 Disp	9 Other							