

CASUAL EMPLOYMENT APPLICATION FORM



Edge Hill University
HUMAN RESOURCES

<p>FOR OFFICE USE ONLY</p> <p>APPLICATION ID No:</p>

CONFIDENTIAL

Information should be typed or completed in black ink or ballpoint

Post applied for at Sporting Edge:
 Reception / Fitness Suite / Lifeguard / Coaching / Recreation Asst. / Other
 (please delete as appropriate)

Surname _____ Forename(s) _____

Address for correspondence _____

_____ Postcode _____

Telephone Number: (home) _____ (mobile) _____

Email Address _____

Please detail any times you are UNAVAILABLE to work:

Present/Most Recent Employer - Please state exact dates including months of employment.

<i>Employer Name and address</i>	<i>Post and brief description of duties</i>	<i>Dates of employment</i>	<i>Salary</i>

Notice Required: _____ Reason for Leaving: _____

Previous Employer(s) - Please state exact dates including months of employment.

<i>Employer Name and address</i>	<i>Post and brief description of duties</i>	<i>Dates of employment</i>	<i>Salary</i>

Notice Required _____ Reason for Leaving _____

Education and Training including Coaching Qualifications or similar

<i>School/College/University etc attended</i>	<i>Dates From – To</i>	<i>Qualifications gained or course studied</i>

Current level of experience in relation to the job applied for:

.....

Additional information in support of your application:

.....

Reference


*Please give the name and address of **one work-related referee**, stating their job title/relationship: **THIS MUST BE YOUR CURRENT LINE MANAGER OR LINE MANAGER FROM YOUR MOST RECENT EMPLOYMENT.** Character references will only be accepted for first time employment.*

Please note, referees must be able to comment on your work performance in the role and should not be providing the reference as a friend or relative.

WHERE APPROPRIATE, IF YOU DO NOT WISH YOUR REFEREE TO BE CONTACTED PRIOR TO INTERVIEW, PLEASE DO NOT PROVIDE THE DETAILS NOW. You will be asked for this information at interview, or prior to offer of appointment.

<i>Name</i>	<i>Job title</i>
<i>Relationship</i>	
<i>Address</i>	
<i>Postcode</i>	
<i>Telephone Number</i>	<i>Email</i>

CANVASSING DIRECTLY OR INDIRECTLY WILL DISQUALIFY CANDIDATES

All information given is accurate. I understand that any misrepresentation may lead to this application and / or subsequent employment being terminated. I also understand that if the post I am applying for is subject to a standard / enhanced disclosure, this will be sought in the event of a successful application. This information will be used for HR administration purposes. 

Signature..... Date

Equal Opportunities Application Monitoring

To help us monitor our commitment to equal opportunities all applicants are asked to give the following information.

This information will not be seen by anyone connected with the shortlisting process.

To be completed by all applicants

Full name :

Are you a National from a non-European community country requiring a work permit?

Yes No Unsure Please check

The following information will assist us in monitoring our Equal Opportunity Policy

I would describe my ethnic origin as: (Please tick as appropriate)

<input type="checkbox"/> White UK	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Black UK
<input type="checkbox"/> White Other	<input type="checkbox"/> Chinese	<input type="checkbox"/> Black Other (please specify)
<input type="checkbox"/> Indian	<input type="checkbox"/> Black-Caribbean	<input type="checkbox"/> Other Ethnic Group
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black African	<input type="checkbox"/> If Other (Please Specify)

Please tick as appropriate

Marital status

Male Female Single Married

Previous surname if appropriate (if widowed/divorced please class as single)

Please indicate if you are considered to be disabled under Disability Discrimination Act, 1995

Yes No

REHABILITATION OF OFFENDERS ACT 1974 (check as appropriate)

Have you ever been convicted of a criminal offence? Yes No

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer no to the following questions if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975 from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If the post you are applying for involves working with children or vulnerable adults, the post will be subject to disclosure with the Criminal Records Bureau.

If yes, please specify date of conviction, court, nature of offence, and sentence imposed:

Failure to declare convictions or police enquiries may result in the job offer/subsequent employment being withdrawn. All the information supplied will be processed fairly and lawfully, it will only be disclosed in appropriate circumstances and will be kept securely and not longer than necessary.

Signed: Date:

When this form has been completed it should be returned to Sporting Edge, Edge Hill University, St Helens Rd, Ormskirk, Lancashire, L39 4QP.