

JOB APPLICATION FORM

Please complete ALL relevant sections accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, together with your C.V., and read in conjunction with the post job description and the enclosed person specification.

Please ensure the finished form is printed out, signed, dated and returned by the closing date along with your current Curriculum Vitae to the address on page 5. We are unable to accept forms returned as email attachments without a signature.

Please complete the form in black ink and BLOCK CAPITALS.

We aim to provide information to candidates in the right format for them. If you have not received information in the right format for your needs, please let us know. Candidates selected for interview should inform us of any special needs they may have in relation to the interview as soon as possible.

EMPLOYMENT INFORMATION

Applicants will be treated in the same way whether they are external or internal candidates.

POSITION APPLIED FOR:

Job title:

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1. APPLICANT'S DETAILS

Title :

Surname:

First name:

Home address:

Post Code:

Telephone Numbers : Please include full STD code

Home:

Work:

Mobile (where possible):

Email address (where possible):

Do you hold a current clean driving licence?

Yes/No

If you answer No please give details on a separate sheet of paper.

Do you have use of your own vehicle?

Yes/No

Is there anything concerning your medical history or state of health that is relevant to your application?

Yes/No

*If you answer Yes please supply details on a separate sheet of paper

Are there any restrictions regarding your employment?

Yes/No

*If you answer Yes please supply details on a separate sheet of paper

How much notice do you need to give to your current employer?

Do you require a Work Permit? Yes/No

2. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of two sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post.

It is important that you provide evidence of your achievements by giving examples to support your application.

If you are satisfied that this section is adequately covered within your C.V. please proceed to section 3.

3. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:

Position:

Organisation:

Address:

Tel:

2. Name:

Position:

Organisation:

Address:

Tel:

4. CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes / No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

If you are currently the subject of a criminal investigation please advise details on a separate sheet

5. DECLARATION AND SIGNATURE

The information supplied in this application form and my C.V. is true and accurate to the best of my knowledge, I also hereby give my permission for a police check to be carried out if I am offered the position.

Signed.....

Date.....

By signing and returning this application form you consent to Manx Blind Welfare Society using and keeping information about you provided by you or third parties such as referees relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability, these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form.

Please print your completed form and return - together with your current curriculum vitae, to the address below:

The Office Manager
Sight Matters
Corrin Court
Heywood Ave
Onchan
IOM
IM3 3AP

**Sight Matters is a trading name under Manx Blind Welfare Society
registered Charity No 132**