Cheetham Hill Advice Centre

**1-3 Morrowfield Avenue, Manchester, M8 9AR**

**Tel: 0161 740 8999 Fax: 0161 720 9231**

# Charity No: 1136328 Company No: 7253445

**Application for the post of:** Advice & Volunteer **Closing Date:** Thurs 5th July 2018 (12 noon)

Manager

**Surname/Family name: Forename(s):**

###### Telephone/Mobile:

**Email:**

**Address**

 **Post Code**

**Work -** Please give details and dates of all paid or unpaid work, including work at home. Please start with the most recent. (Please continue on a separate sheet if necessary)

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| --- | --- | --- |
| **Employer’s name & address** | **Dates** | **Job title & Main duties** |
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**Qualifications** (academic and/or professional)

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name/ address of academic establishment** | **Qualification and grade achieved** |
|  |  |  |

**Training** (please detail any relevant training courses you have undertaken)

|  |  |
| --- | --- |
| **Dates** | **Name and details of course** |
|  |  |

**Additional information in support of your application**

Please refer to the person specification, which defines the skills, knowledge and experience you need to do the job. Please address each point in the person specification in turn, telling us how you meet all the requirements, giving clear examples. (Please continue on separate sheets of paper if needed).

|  |
| --- |
|  |

**References** – Please give the names and addresses of two people we can ask for a reference, one of which should be your present or most recent employer if you are/have been in employment. (Please tick the box if you do not want a referee approached without your prior permission).

If the job was offered to you, how soon would you be able to start? *(This does not influence the panel’s decision).*

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**Declaration of Convictions**

Please note that in accordance with the Rehabilitation of Offenders Act 1974, spent convictions and cautions do not need to be declared

A declaration of a previous conviction will not automatically exclude you from working at Cheetham Hill Advice Centre. All cases will be considered on an individual basis.

Do you have any ‘unspent’ criminal convictions? Yes No

Please provide details of your criminal record below:

|  |
| --- |
|  |

It is important that applicants understand that failure to disclose all ‘unspent’ convictions, could result in disciplinary proceedings or dismissal if recruited.

**Please tell us where you saw this post advertised? …………………………………………………**

### Declaration

I confirm that, to the best of my knowledge and belief, the information I have provided in this application is a true and correct record.

Signature:

Date:

It is important that applicants understand that if any information is found to be inaccurate at a future date then this could result in disciplinary proceedings or dismissal if recruited.

Please return this form and the separate monitoring form when completed to our Finance & Administration Officer at: karin@cheethamadvice.org.uk or post to us at:

### Recruitment

### Cheetham Hill Advice Centre

#### 1-3 Morrowfield Avenue

#### Manchester

#### M8 9AR

Cheetham Hill Advice Centre

Equal Opportunities Monitoring Form

We want to assess how well our equality, diversity and inclusion policy works in practice. Part of this policy is to make our jobs suitable for as wide a variety of people as possible. We are interested in finding out about, very broadly, the kinds of people that apply for our posts and the response to particular advertisements we place.

Please fill in this form and return it in a separate email or envelope. **We will not use this information in any way to decide whether to shortlist or appoint you.**

**Are you disabled?** Yes/No

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic Origin** | **Please tick** | **Religion or belief** | **Please tick** |
| Arabic |  | Buddhism |  |
| Asian: Indian |  | Christianity |  |
| Asian: Pakistani |  | Hinduism |  |
| Asian: Bangladeshi |  | Islam |  |
| Asian: East African |  | Judaism |  |
| Other Asian |  | Sikh |  |
| Black/Black British: Caribbean |  | Other |  |
| Black/Black British: Somali |  | None/Atheist |  |
| Black/Black British: Other African |  | **Sexuality** | **Please tick** |
| Black/Black British: Other  |  | Heterosexual/Straight |  |
| Chinese |  | Homosexual/Gay/Lesbian |  |
| Middle Eastern |  | Bisexual |  |
| White/Black: Caribbean |  | Other |  |
| White/Black: African |  | Prefer not to say |  |
| White/Asian |  | **Gender** | **Please tick** |
| Other mixed heritage |  | Male |  |
| Vietnamese |  | Female |  |
| White: British |  | Transgender/sexual |  |
| White: Irish |  | Prefer not to define myself |  |
| White: Other |  | Prefer not to say |  |