



1-8 Ramsey Court  
122 Church Street  
Croydon CR0 1RF

Tel: 020 8686 7490

[admin@croydonfamilygroups.org.uk](mailto:admin@croydonfamilygroups.org.uk)

Reg. Charity no. 1039948

## APPLICATION FORM

You can either print this application form and fill it in by hand or fill the boxes in by right-clicking on them and then either printing the form or emailing it to [admin@croydonfamilygroups.org.uk](mailto:admin@croydonfamilygroups.org.uk). Alternatively, please post the application to the address above

Post applied for:

Closing date:

Job Ref:

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### PERSONAL DETAILS

Surname:	Title (Mr/Mrs/Miss/Ms):
Forename(s):	
Home Address (including postcode):	
Tel no:	Mobile no:
Work Address (including postcode):	
Tel no:	Email (work):
	Email (home):
May we contact you by telephone <input type="checkbox"/> or email <input type="checkbox"/> at work? (please indicate as appropriate)	
Period of notice in present post:	
National Insurance no:	
Are you in good health? Yes <input type="checkbox"/> No <input type="checkbox"/> . If not, please state the reason(s):	
How many days sickness absence have you taken in the last two years?	
Please give your present/last annual salary and details of any additional benefits/allowances:	
£	

## EDUCATION AND QUALIFICATIONS

University/College	Subject	From (mth/yr)	To (mth/yr)	Results
Other training				
Provider	Type of training	From (mth/yr)	To (mth/yr)	Results
Secondary School	Subject	From (mth/yr)	To (mth/yr)	Results

**REFERENCES**

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). Relatives may not be given as referees.

1. Name:	2. Name:
Address:	Address:
Tel no:	Tel no:
Email address:	Email address:
Job title of referee:	Job title of referee:
Relationship to you:	Relationship to you:

If you are shortlisted, references may be taken up prior to interview. Please indicate  if you do not wish us to contact your current employer prior to interview.

**CURRENT AND PREVIOUS APPOINTMENTS (please start with most recent)**

Employer's name and location	Positions held (briefly describe duties)	From (mth/yr) To (mth/yr)	Reason for leaving

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed.

**DATA PROTECTION STATEMENT:** I consent to this information being processed and stored, by means of a computer database, or otherwise, for the purpose of employment at Croydon Family Groups.

**DECLARATION:** I confirm that all the information contained in this form is complete and correct.

Signature: ..... Date:.....

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

**EQUAL OPPORTUNITIES IN EMPLOYMENT**

**POLICY**

Croydon Family believes that there should be no discrimination (direct or indirect) in relation to recruitment, training and promotion on grounds of race, colour, nationality, ethnic or national origins, gender, marital status, age, sexual orientation or disability.

This policy is in accordance with the provisions of the Sex Discrimination Act 1975, Race Relations Act 1976, the Disability Discrimination Act 1995 and endorses the Commission for Racial Equality and Equal Opportunities Commission Codes of Practice.

**MONITORING**

Please indicate the option which most closely describes you.

**GENDER**

I am:      Female        
                 Male     

**MARITAL STATUS**

I am:      Married        
                 Single        
                 Divorced        
                 Widowed        
                 With partner        
                 Separated     

DATE OF BIRTH:

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NI Number:

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Have you ever been convicted of a criminal offence, other than that of a spent conviction under the Rehabilitation of Offenders Act 1974? Yes  No

Having a current conviction will not necessarily bar you from employment with the College. This will depend on the nature of the work and the circumstance and background to the offence(s).

If Yes, please give details:

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## ETHNIC ORIGIN

The following ethnic categories are those currently recommended by the Commission for Racial Equality:

I am:

- a: **White**
- British
- Irish
- Any other White background (please complete)
- b: **Mixed**
- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background (please complete)
- c: **Asian or Asian British**
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please complete)
- d: **Black or Black British**
- Caribbean
- African
- Any other Black background (please complete)
- e: **Chinese or Other ethnic group**
- Chinese
- Any other ethnic background (please complete)

My nationality is

Do you have the right to seek employment within the UK?

Yes

No

## **DISABILITY DISCRIMINATION ACT 1995**

Croydon Family wishes to ensure that disabled people are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to be disabled, we may contact you to find out if there are any particular arrangements you may need for the interview. You are not obliged to answer the following question or to give details.

As defined by the act - a disability is "a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities", do you consider yourself to be disabled?

YES       NO

If appropriate, please describe any requirements which may be necessary for an interview.