

Membership & Outreach Worker

Application for Contract

The form should be completed in type. Please complete all sections of the application form.

If you have any questions about the application form, contact Chris Lee at [chris@leedsforchange.org.uk](mailto:chris@leedsforchange.org.uk)

Please return the application form to info@leedsforchange.org.uk with the subject line 'Leeds for Change Membership & Outreach Worker Application'.

The closing date for the return of applications is **10AM** **on Wednesday 22nd of May 2019**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. PERSONAL DETAILS**  **(This will be detached prior to shortlisting and is for office purposes only)** | | | | | | |
|  | |  | |  |  | |
| **Title**: | **Address**: | |  |  |  | |
| **First Name**: |  | |  |  |  | |
| **Surname**: |  | |  |  |  | |
| **Daytime Tel**: | **Postcode**: | |  |  |  | |
| **Evening Tel**: | **National Insurance No**: | |  |  |  | |
| **Mobile**: |  | |  |  |  | |
| **Email Address**: | | |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2. EMPLOYMENT HISTORY including voluntary work** | | | | | | |
|  | |  | |  |  | |
| **Title Of Present/Most Recent Post**: | |  | |  |  | |
| **Employer**: | **Salary**: | |  |  |  | |
|  | **Hours:** | |  |  |  | |
| **Work Address**: | **Start Date**: | |  |  |  | |
|  | **End Date**: | |  |  |  | |
|  | **Tel No**: | |  |  |  | |
| **Postcode**: | **Email**: | |  |  |  | |
| **Brief Description Of Duties**: | | |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT/WORK EXPERIENCE including voluntary work** | | | | | |
| Continue on a separate sheet if necessary. | | | | | |
| **Job Title/**  **Nature Of Work** | **Name And Address Of Organisation** | **Full-Time Or**  **Part-Time** | **Duration** | | **Reason For Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. EDUCATION, QUALIFICATIONS & TRAINING** | | | | | | | | | |
|  | | | | |  | |  |  | |
| Applicants should list all qualifications, subjects taken, and training, starting with the most recent. Please list any qualifications you are currently working towards. | | | | | |  |  |  | |
| **Qualification /**  **Training Attended** | **Date Awarded** | | **Education Establishment** | **Grade** | |  |  |  | |
| **Month** | **Year** |  |  |  | |
|  |  |  |  |  | |  |  |  | |
|  |  |  |  |  | |  |  |  | |
|  |  |  |  |  | |  |  |  | |
|  |  |  |  |  | |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4. PERSON SPECIFICATION** | | | | | |
|  |  | |  |  | |
| Please use the space below to show that you have the experience, skills, knowledge and personal qualities required in this role.  Please go through the person specification and demonstrate the essential criteria and desirable criteria that apply with examples.  You may continue on up to 1000 words. | |  |  |  | |
|  | |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5. REFEREES** | | | | | | | | | | |
|  | | |  | | |  | |  | | |
| Please provide the contact details of two referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work. | | | | |  | |  | |  | |
|  | | |  | | |  | |  | | |
| **TITLE**: | **ADDRESS**: | | |  | |  | |  | | |
| **NAME**: |  | | |  | |  | |  | | |
| **POSITION**: |  | | |  | |  | |  | | |
| **TEL NO**: |  | | |  | |  | |  | | |
| **EMAIL**: | **POSTCODE**: | | |  | |  | |  | | |
| **RELATIONSHIP TO REFEREE**: | | | | |  | |  | |  | |
|  | | |  | | |  | |  | | |
| **TITLE**: | **ADDRESS**: | | | |  | |  | |  | |
| **NAME**: |  | | | |  | |  | |  | |
| **POSITION**: |  | | | |  | |  | |  | |
| **TEL NO**: |  | | | |  | |  | |  | |
| **EMAIL**: | | **POSTCODE**: | | |  | |  | |  | |
| **RELATIONSHIP TO REFEREE**: | | | | |  | |  | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **6. DECLARATION** | | | | | | | |
|  |  | |  | |  | | |
| I confirm that the information provided above, and in any attachments and supplementary information, is correct and understand that any false statement could result in my application or appointment being terminated.  **SIGNATURE OF APPLICANT:**  **DATE:** | |  | |  | |  | |

|  |
| --- |
| **PLEASE INDICATE HOW YOU HEARD ABOUT THIS VACANCY**: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EQUAL OPPORTUNITIES MONITORING**  **These pages are detached prior to shortlisting** | | | | | | | | |
|  | |  | |  | |  | | |
| In order to monitor the fairness of our recruitment, we would ask that you complete the following questions. Any information you provide will be kept confidential. *You do not have to answer these questions and if you do not then it will not make any difference to your application*. *Please give as much or as little information as you like.* | | |  | |  | |  | |
|  | |  | |  | |  | | |
| **Date of birth**: | **Gender**: \_\_\_\_\_\_\_\_\_\_\_ / prefer not to say  Do you currently live in the gender you were given at birth?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / prefer not to say | |  | |  | |  | |
| **Do you consider yourself to meet the disability discrimination act definition of a disabled person?** Yes / no  **Please give details:** / prefer not to say | | |  | |  | |  | |
|  | |  | |  | |  | | |
| **Ethnicity**: | | |  | |  | |  | |
| Asian Or Asian British: Bangladeshi / Indian / Kashmiri / Pakistani / Chinese / South East Asian (specify)\_\_\_\_\_\_\_\_\_ any other Asian background (specify) \_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
| Black Or Black British: African / Caribbean / any other black background (specify) \_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
| Mixed: White & Asian (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / White & Black African / White & Black Caribbean / any other mixed background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
| White: British / Irish / Russian / Eastern European (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ any other white background (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
| Middle Eastern:  Arab / Persian / any other middle eastern background (specify) \_\_\_\_\_\_\_\_\_\_\_ | | |  | |  | |  | |
| Gypsy / Traveller (specify optional) \_\_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
| Any other background (specify) \_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
| |  | | --- | | **Class background:**  Working Class / Upper Working Class / Middle Class / Upper Middle Class / Upper Class / prefer not to say | | |  | |  | |  | | |
| **Religion**: | | |  | |  | |  | |
| No religion / Buddhist / Christian / Hindu / Jewish / Muslim / Sikh / Bahai / Jain / other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |
|  | |  | |  | |  | | |
| **Gender & Sexuality**: please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / prefer not to say | | |  | |  | |  | |