

Revive Furniture Project
Application Form
CONFIDENTIAL

Please complete this form in block capitals in black ink or type

Post Applied for:.....

Forms to be returned by.....**please see date on advert**

Please indicate where you saw this vacancy advertised.....

If you have any queries regarding this form, please contact the Revive Furniture Office on
(01670) 368665

Personal Details

Title: (Mr/Mrs/Miss/Ms/Other)	Surname/Family Name:
First Name:	Previous names (if any):
Telephone Numbers: Home: Mobile: Work (If convenient)	Home Address:
Date of Birth: Are you under 65? Yes/No	Postcode:
Age (Years):Are you over 18? Yes/No	Email Address:
National Insurance Number:	

General Information

Membership of Trade/Professional bodies:
Foreign Languages:
Leisure Interests:
Do you hold a current UK driving licence? Yes/No
Do you have a car which could be used for work purposes? Yes/No
Are there any dates you would not be available for interview in the near future?
If offered this post, what is the earliest date you could start?
Have you had any previous contact with Revive? Yes/No If Yes, Please give details:
Are you related to any Revive employee or management committee member? Yes/No (We ask this question to ensure fairness in that no one related to you will be involved in the selection process).
Do you consider yourself to have a disability? Yes/No

References

Please give the details of two people who are happy to provide references for you. One referee must be your current or last employer. If you are in, or have just completed full time education, one referee should be from your school/college. Referees must not be related to you. Referees will only be contacted for successful applicants after interviews are held.

Referee One	Referee Two
Title:	Title:
Name:	Name:
Occupation:	Occupation:
Relationship to you:	Relationship to you:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Best time to contact:	Best time to contact:

Further Information

Please include here your reasons for applying for this post, full details of your relevant experience, skills and achievements, and any other supporting information.

The Disability Discrimination Act (1995)

Are there any practical arrangements, provisions, equipment or aids you require if invited for interview? Yes/No

If Yes, Please give details:

We ask this question to enable us to consider any adjustments that we can make to our recruitment procedures/ arrangements to assist you in your application.

Rehabilitation of Offenders Act (1974)

Candidates do have to declare all previous convictions (whether spent or unspent) if they are applying for a job which involves working with vulnerable people.

Please indicate whether you have any convictions. Yes/No

If yes, please list details below. (Include information about offences, dates of offences, and sentences or penalties).

Have you at any time been cautioned by the police in relation to an offence? Yes /No
If yes, please give details below.

Work Permit

Do you require a work permit? Yes/No

Under the Asylum and Immigration Act 1996, we must check to ensure that all applicants are working legally in this country. Therefore, if you are invited for interview we will require you to provide documentation to prove your eligibility to work in the UK, such as a P45 form, passport, document with National Insurance number on or other official documentation showing eligibility. This applies to all applicants.

Job Sharing

If the post for which you are applying is available for Job-Sharing, please indicate your preference: (please circle)

Full time Only

Job Share/ Part-Time Only

No Preference

Health

Please list below details of sickness from work (or at home if unemployed) during the last three years. We use the word 'disability' below to include people with obvious disabilities and those with invisible disabilities or persistent health problems. Please specify any serious or recurring illnesses, major surgery, injuries, or disabilities and give brief details (e.g., skin complaints, epilepsy, diabetes, back trouble, mental illness, heart or respiratory ailments).

Number of occasions of sickness:	Total number of days:
Please clarify reason for sickness:	Are you currently in good health? Y/N
Do you take any regular prescribed medication? (Excluding the contraceptive pill): Yes/No If Yes, please give details:	Have you had any hospital treatment in the last 5 years? Yes/No If Yes, please give details:
Have you had any physical or mental illness? Yes/No If Yes, please give details:	
Have you a disability which requires the provision of specific facilities at interview or for work? If Yes, please give details:	If so, is there anything we could do to assist you? Please give details.

Declaration

Please sign this declaration after you have completed all parts of this application form.

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signed.....Date.....

Please Note: If you are not notified within eight weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.

Please return this form to Revive Furniture Project, Unit 16D Cowley Road, Blyth Industrial Estate, Blyth, Northumberland, NE24 5TF.