



# JOB APPLICATION FORM

#ACCI  
CHARITY



# ACCI JOB APPLICATION FORM

A General Occupational requirement exists for the position under 5(2)d of the Amended Race Relations Act 2000. This is due to the involvement in providing services to predominately African Caribbean communities. Having a member of the same racial group is required due to the understanding of the cultural needs and sensitivities.

## FOR OFFICE USE

Job Ref No:  
Date Sent Out:  
Date Returned:  
Application No:  
Closing Date:

**APPLICATION FORM MUST BE FULLY COMPLETED**

**CV's WILL NOT BE ACCEPTED**

## 1. Vacancy details This section must be completed

Job Title:

## 2. Personal details

Title:  First Name:  Surname:

Former Name(s):  DOB:

Address:

Postcode:

Daytime Tel No:  Evening Tel No:

Mobile Tel No:  Email address:

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: YES ☐ NO ☐

National Insurance Number, if you have one:

Do you have the Right to Work in the UK?: YES

☐

NO

☐

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): YES

☐

NO

☐

If YES, type of licence:

### 3. General information

#### a) Are you related to a Board Member or employee of ACCI?

YES

☐

NO

☐

If yes, please provide details:

Name:

Position:

Relationship:

Directorate:

### 4. Arrangements for interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?

YES

☐

NO

☐

If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).

#### b) Do you wish to job share the job you are applying for?

YES

☐

NO

☐

5. Education/Qualifications (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & Grades	Date Gained
Mth	Yr	Mth	Yr				

6. Training - Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising Body	Course Title	Length

Please continue on a separate sheet if necessary.

**7. Membership** - Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**8. Past Employment and Experience** (if any) include voluntary or other relevant experience.

From		To		Employer	Job Title	Reason For Change
Mth	Yr	Mth	Yr			

Please continue on a separate sheet if necessary.

**9. Present or most recent employment (if any)**Job title:  Employer: Salary: Date Started:  Date left (if applicable): Address:  Postcode: Reason(s) for leaving (if applicable): **10. Ill Health Retirement/Dismissal**

Have you ever taken ill health retirement or been dismissed for some other reason?

Yes ☐ No ☐

If yes, please give the date and details

**11. Referee details:**

Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box if you do not wish us to take up a reference without your consent. ☐

Name: Address: Postcode:

Telephone No:  Email address:

Job Title:  Relationship to you:

If this referee knows you by another name, please give that name:

Please put a cross in the appropriate box if you do not wish us to take up a reference without your consent. ☐

**Name:**

Address:

Postcode:

Telephone No:  Email address:

Job Title:  Relationship to you:

If this referee knows you by another name, please give that name:

**PLEASE NOTE**  
THAT A DBS  
WILL BE REQUIRED  
PRIOR TO JOB OFFER.

## **12. Other information in support of your application.**

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification.

**Please continue opposite.** You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and job reference number/job title.



**12. Other information in support of your application.**

Continued....

### 13. Data Protection Act 1998 - Consent and certification of details

The information detailed in this application form may be used by ACCI in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Funding Agencies for survey and research purposes (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (Printed Name):

Consent to ACCI recording and processing the information detailed in this application form. I understand that this information may be used by ACCI in pursuance of its business purposes and my consent is conditional upon ACCI complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature:

Date:

**\*APPLICATION FORMS NOT FULLY COMPLETED MAY BE REFUSED\***

## Recruitment Monitoring

Name:

Job Title:

Job Ref:

### Ethnic Origin

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

#### A: White

British

☐

Irish

☐

Gypsy or Irish Traveller

☐

Albanian

☐

Other

☐

Any other White background please write in below:

#### B: Mixed

White/Black - Caribbean

☐

White/Black - African

☐

White/Asian

☐

Black/Asian

☐

Other

☐

Any other Mixed background please write in below:

#### C: Asian or Asian British

Indian

☐

Pakistani

☐

Bangladeshi

☐

Kashmiri

☐

Chinese

☐

Other

☐

Any other Asian background please write in below:

#### D: Black or Black British

Caribbean

☐

African

☐

Other

☐

Any other Black background please write in below:

#### E: Other ethnic group

Vietnamese

☐

Arab

☐

Kurdish

☐

Sikh

☐

Jewish

☐

Prefer not to say

☐

Other

☐

Any other please write in below:

## Gender:

I am: Female ☐ Male ☐

Date of Birth:  Age:

## Disability

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined below? Yes ☐ No ☐

Please provide further information with regard to your disability:

Learning disability ☐ Sensory impairment ☐

Long standing illness ☐ Prefer not to say ☐

Mental Health condition ☐ Other ☐

Physical impairment ☐

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. ☐

## Employment Status

Are you currently employed by ACCI? Yes ☐ No ☐

If yes, please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes ☐ No ☐

## What is your sexual orientation?

Bisexual ☐ Heterosexual ☐ Lesbian or Gay ☐

Prefer not to say ☐ Other ☐

**Religion**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>	:	

**Job Advertisement**

How did you first find out about this job? Please specify the source or publication.

Jobs4U jobs Bulletin	<input type="checkbox"/>	Internal Recruitment (Notice Board)	<input type="checkbox"/>
City of Wolverhampton Council Website	<input type="checkbox"/>	Jobsgopublic Website	<input type="checkbox"/>
WM Jobs Website	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
Search Consultant	<input type="checkbox"/>	Jobcentre Plus	<input type="checkbox"/>
Express and Star	<input type="checkbox"/>		
Other Newspaper (please specify),	<input type="text"/>		
Radio (please specify),	<input type="text"/>		
Careers/Open Day (please specify),	<input type="text"/>		
Professional Journal (please specify),	<input type="text"/>		
Website, other (please specify),	<input type="text"/>		
Other (please specify),	<input type="text"/>		

**NOTICE TO ALL APPLICANTS**  
 SELECTED FOR INTERVIEW ON THE NEXT PAGE.

Please complete this form and return it with your application form.

## REHABILITATION OF OFFENDERS ACT 1974

This Act says that details of certain offences need not, after a defined period of time has elapsed, be disclosed by an offender in connection with an application for most types of employment.

However, there are certain types of employment where you are not entitled to withhold information about any previous convictions for any offence whatsoever.

Since you are applying for employment with ACCI, which could involve access to persons under eighteen or over sixty-five, or who are suffering from some serious physical or mental disability by reason of illness, injury, handicap, drink or drugs, you are required to disclose any previous convictions which you may have.

**FAILURE TO DISCLOSE PAST CONVICTIONS COULD RESULT IN DISCIPLINARY ACTION OR DISMISSAL.**

### CONVICTIONS FOR CRIMINAL OFFENCES

Department:

Name:

Post applied for:

Do you have any past convictions: **Yes**

**No**

If yes, please give details:

(Disclosure of a past conviction will not necessarily bar you from selection)

Signature:

Date:



# ACCI Job Application Form.

## Contact Details

Director of Services  
ACCI  
217 Waterloo Terrace,  
Newhampton Road East,  
Whitmore Reans,  
Wolverhampton  
WV1 4BA.  
Telephone 01902 571230  
Email: [support@acci.org.uk](mailto:support@acci.org.uk)

The Chair of the Board of Trustees  
ACCI  
217 Waterloo Terrace,  
Newhampton Road East,  
Whitmore Reans,  
Wolverhampton  
WV1 4BA.  
Telephone 01902 571230  
Email: [support@acci.org.uk](mailto:support@acci.org.uk)

