

Position applied for:				
Personal details				
Title:				
Name:				
Address:				
Email:				
Telephone (Landline):				
Telephone (Mobile):				
National Insurance No:				
Do you hold a current driving licence?		Yes		No
Do you have a current right to work in the UK?		Yes		No
If no, please provide details.				
Preferred working arrangement (please tick)				
Full time		Part time		Job share
If you have ticked part time or job share, please give details below of your preferred working hours				

**Education**

Please provide your education history here:

Schools/Colleges/University	Qualification gained

Employment history

Name of employer(s)	Job title and main duties	Date of departure, reason for leaving and salary



Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

References

Please note here the names, organisation name (where applicable) and addresses of referees covering your last two years of your employment. If you have been in education during this time, then academic references may be used. Referees will only be contacted after a conditional verbal job offer has been accepted.

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Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

Personal development

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

**Data protection statement**

All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at <https://www.worcestercommunitytrust.org.uk/wp-content/uploads/2025/06/Privacy-Policy.pdf>.

Rehabilitation of offenders

Because of the nature of the work for which you are applying, this post is exempt from the provisions of s.4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be considered in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you are required to submit to a Disclosure and Barring Service (DBS) check. Any disclosure made by the DBS will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If yes, please give details below.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Organisation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:**Date:**



On completion, please return this form by email to hr@worcestercommunitytrust.org.uk or by post to HR, The Green Hub, Gresham Road, Worcester, WR2 5QS.

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

If we wish to progress your application further, you will be contacted by phone or email advising you about the next stage of the selection process. Unfortunately, we have limited resources and may not be able to inform applicants who have not been shortlisted; therefore, if you haven't heard from us within four weeks of the closing date regrettably you have not been selected for interview.



Equal Opportunities Monitoring Form

We are committed to ensuring that every person associated with Worcester Community Trust will be treated with dignity and respect and given access to opportunity and support in a manner which demonstrates that we value difference and diversity.

Statement on equal opportunities

We are committed to ensuring that no person will be treated less favourably than another because of their age, gender, colour, race, gender reassignment, disability, faith/belief, nationality, ethnicity, citizenship, physical appearance, health status, social position, employment status, family marital status, political belief, trade union membership, sexual orientation or non-relevant previous convictions.

Worcester Community Trust intends to demonstrate its commitment to this policy by applying procedures that challenge discrimination at all levels and by incorporating this commitment in all aspects of our work and practice.

Confidentiality

This form will be treated in the strictest confidence and will be used for monitoring purposes only in order that we may address imbalances in our recruitment practice. Failure to complete this form will not prejudice your application.

Position applied for															
Gender															
Date of Birth															
Do you consider yourself to have any disabilities?															
Would you describe your sexual orientation as?															
How would you describe your ethnic origin?	White <table border="1"> <tr> <td>White: British</td> <td></td> </tr> <tr> <td>White: Irish</td> <td></td> </tr> <tr> <td>White: Other</td> <td></td> </tr> </table> Asian/Asian British <table border="1"> <tr> <td>Asian/Asian British: Indian</td> <td></td> </tr> <tr> <td>Asian/Asian British: Pakistani</td> <td></td> </tr> <tr> <td>Asian/Asian British: Bangladeshi</td> <td></td> </tr> <tr> <td>Asian/Asian British: Other</td> <td></td> </tr> </table> Black/Black British	White: British		White: Irish		White: Other		Asian/Asian British: Indian		Asian/Asian British: Pakistani		Asian/Asian British: Bangladeshi		Asian/Asian British: Other	
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Asian/Asian British: Other															



	Black/Black British: Caribbean	
	Black/Black British: African	
	Black/Black British: Other	
	Mixed	
	Mixed: White and Black Caribbean	
	Mixed: White and Black African	
	Mixed: White and Asian	
	Mixed: Other	
	Chinese	
	Other	
	Not known	