

# THE ODELL TRUST

Plimsoll Street  
Kidderminster  
Worcestershire  
DY11 6TZ  
01562 69683



**Social, Leisure and Recreational Centre for Adults with Learning Disabilities**

## APPLICATION FOR EMPLOYMENT

Please write clearly

Position Applied for	
Closing Date	
Notice required for you to start work	

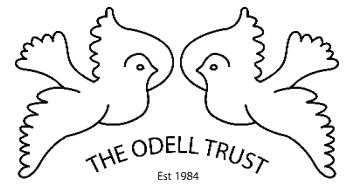
### PERSONAL DETAILS

Surname		
Forenames		
Previous names known by		
Address		
Postcode		
Email Address	Home Telephone No.	Mobile Telephone No

### GENERAL

	Yes	No
Do you drive and hold a current licence?		
Has your employment ever been terminated? If Yes, please give details:		
How many jobs have you had in the last 5 years?		

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## EDUCATION

Secondary, Further and Higher Education – Most recent first			
Establishment	Dates	Course/Subject	Results

Work Place Training			
Establishment	Dates	Course/Subject	Results

Job Related Qualifications			
Establishment	Dates	Course/Subject	Results

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## EMPLOYMENT HISTORY

List employment you have held over the last 10 years, most recent first. If necessary please use a separate sheet to continue.

Present or most recent job	
Job Title	Employer's Name and Address
Date Started	
Date Finished	
Salary/ Wages	
Notice required	Phone number
Reason For Leaving	
Duties and Responsibilities	

Job Title	Employer's Name and Address
Date Started	
Date Finished	
Reason For Leaving	Phone number
Duties and Responsibilities	

Job Title	Employer's Name and Address
Date Started	
Date Finished	
Reason For Leaving	Phone number
Duties and Responsibilities	

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Job Title	Employer's Name and Address
Date Started	
Date Finished	
Reason For Leaving	Phone number
Duties and Responsibilities	

	Yes	No
Have you been in continuous employment throughout your career?		
Have there been any gaps (of more than two months) in your employment?		
If yes, please give details		

## VOLUNTARY WORK

Please provide details of any voluntary work or community work, including work experience you have been involved in relevant to the post you have applied for.



## RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please use the next three pages to show how you meet the requirements indicated on the person specification cross referencing with the job description. Give details of how you meet the criteria and what evidence you have to show you meet each item. Please structure your statement adopting the key headings of the person specification.



## RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE (Cont)

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their relevant skills, knowledge, and experience.



## RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE (Cont)

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their relevant skills, knowledge, and experience.

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How did you find out about this job vacancy?	
Had you heard about The Odell Trust/Odell Centre before?	
If yes, how, when and where?	
If offered this position will you continue to work in any other capacity?	YES/ NO
If yes, please give details	
Would you have any problems working occasional additional hours on some evenings or weekends as required?	
If yes, please explain	

## OTHER INFORMATION

What interests and hobbies do you actively follow
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Please detail all other information that you feel is appropriate and relevant.
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## REFERENCES

Please give the names and addresses of two referees. One must be your current or most recent employer. The referee should not be related to you or a member of your household. We will only contact your referees if we offer you the position and will seek your permission first.

Name	Name
Position	Position
Address & Postcode	Address and Postcode
Telephone Number	Telephone Number
Email Address	Email Address

## IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

	Yes	No
Are you eligible to work in the UK?		

All employees will be required to provide proof of their entitlement to work in the UK before commencing work for us.

## REHABILITATION OF OFFENDERS ACT 1974

**This section must be read and completed in all cases.**

*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 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.*

*Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act and, in the event of employment, and failure to disclose such convictions could result in dismissal or disciplinary action by the employer. Any information given will be completely confidential and will be considered only in relation to this application.*

	Yes	No
<b>Have you ever been convicted of a criminal offence by a court of law or received a Caution (with the exception of <u>minor</u> motoring offences or offences committed as a juvenile under age of 16)</b>		
If yes, give full details (Offence, Date of conviction, Penalty, etc.)		

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## INTERVIEW ARRANGEMENTS

We are an Equal Opportunities Employer. If selected for interview and you consider that you have a disability, please indicate any special arrangements that you may require to enable you to take part in an interview.

### *DECLARATION*

*I formally apply for the above post and declare that the information contained herein is true and correct and can be fully relied upon. I agree to a Disclosure and Barring Service check being made and am aware that co-operation with and satisfactory disclosures resulting from such checks and various other enquires will be an ongoing requirement if any employment is offered.*

<i>Signed</i>	<i>Print Name</i>	<i>Date</i>