

# JOB APPLICATION FORM



Magna Vitae is a Registered Charity. Charity Number 1160156  
A Partner to East Lindsey District Council

Delivered by:

  
**MAGNA VITAE**  
TRUST FOR LEISURE & CULTURE

Job Title:

Business area / venue:

**Personal details**

Surname: ..... First name:.....

House name/number: ..... Street/Road: .....

Town: ..... County:.....

Postcode: .....

National Insurance no:.....

Home tel. no: ..... Work tel. no: .....

Mobile tel. no: .....

Can we contact you at work? Yes  No

E-Mail address: .....

Do you have a current driving license? Yes  No

Give details of any penalties on your license or convictions pending if driving is essential to the job:

Do you consider that you have a disability? Yes  No

*In accordance with our procedures you will receive an interview if you meet the essential criteria for the post.*

**Educational qualifications and training**

Secondary education (CSE, GCE, GCSE, RSA, A Levels etc)

*Please include date of completion, type of qualification, subject and grade. You may be asked to provide evidence of qualifications obtained.*

Relevant training and personal development and other relevant qualifications including membership of professional bodies

*Include short courses, skills training, external awards/activities etc. Please state who provided the training and duration of the course.*

**Current / latest employment**

Name and address of current/most recent employer:

Job title: .....

Current / latest salary and any benefits: .....

Weekly hours.....

Start date:..... Date of leaving (if relevant): .....

Notice required: .....

Reason for leaving:.....

Brief summary of main duties / responsibilities / achievements:

## References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the NO boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher / tutor, where appropriate), who have known you during the past three years (if that is possible). Please also state in what capacity they know you.

Name:.....	Name:.....
House Name/Number/Business:.....	House Name/Number/Business:.....
Street:.....	Street:.....
Town: .....	Town: .....
County:.....	County:.....
Postcode: .....	Postcode: .....
Tel. no: .....	Tel. no: .....
E-mail address: .....	E-mail address:.....
Relationship:.....	Relationship:.....
Organisation (if applicable): .....	Organisation (if applicable): .....

May we contact them if we decide to invite you for interview?

Yes  No  (If NO, we will contact you for permission before requesting references)

Yes  No  (If NO, we will contact you for permission before requesting references)

## Work and other relevant experience

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Information required	Example
<ul style="list-style-type: none"> <li>• Dates from and to</li> <li>• Name of organisation and nature of business</li> <li>• Job title and role with brief indication of main duties and responsibilities</li> <li>• Reason for leaving</li> </ul>	<ul style="list-style-type: none"> <li>• 01/01/2018 to 01/06/2018</li> <li>• Magna Vitae, Meridian Leisure Centre</li> <li>• Leisure Attendant – lifeguarding, setting up and packing away equipment and cleaning</li> <li>• Maternity Cover</li> </ul>

**Secondary employment**

Do you hold any employment that you would plan to continue if successful in being appointed to work with Magna Vitae? Yes  No

**Additional Information**

Please provide evidence in this section of how you meet the job requirements, why you would like the job and any other information you want us to know. Tell us about what you have achieved and your level of responsibility and include examples from paid or unpaid work/activities you have undertaken that are relevant to the job you are applying for.

**Canvassing of Magna Vitae Board Members or senior employees**

Canvassing of Magna Vitae Board members or senior employees of Magna Vitae, by or on behalf of yourself is strictly forbidden and may invalidate your application.

**Indicate here if you are related to any Magna Vitae Board member or senior employee of Magna Vitae, giving their name (and your relationship where relevant).**

**Please state NONE if appropriate:**.....

**Rehabilitation of Offenders Act 1974**

Please complete this section only if you have a criminal conviction which is not considered as spent under the rehabilitation of Offenders Act 1974 and subsequent legislation. Disclosure of a conviction does not automatically exclude applicants from consideration for a post. We welcome applications from ex-offenders as part of our Equal Opportunities policies. Some of our posts, for example those concerned with working directly with young people, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person’s background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). The information you provide will be treated as strictly confidential and will be considered only in relation to the job you are applying for.

**Nature of offence(s):**..... **Date sentence passed:**.....

**Sentence(s) or order(s) given by the court:**

**Name and Address of the court:**

**Entitlement to work in the UK**

To comply with the Asylum and Immigration Act 1996 (as amended) all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.).

**Do you require a work permit to work in the UK?** Yes  No

**If you already have a work permit, please give the expiry date:** .....

*Do not send your work permit to us now, these will be requested if you are selected.*

**Equal opportunities**

Employees and prospective employees will not be unfairly discriminated against on grounds of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation, age, trade union membership or non-membership. Employment terms and conditions and decisions on recruitment, selection, training and promotion will be made solely on the basis of objective criteria. To help us monitor fairness and equality in our recruitment processes we would be grateful if you would fill out our Recruitment Equal Opportunities Survey here: <https://www.surveymonkey.co.uk/r/MVRecruitment>

**Declaration**

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal. I understand that Magna Vitae may undertake relevant checks as part of the application process.

Signed: ..... Date:.....

*Candidates selected for interview will normally be notified within 4 weeks of the closing date. Unfortunately applicants who do not hear from us after 4 weeks must conclude that their application has been unsuccessful on this occasion.*

### **Completing the application form**

- If you would like the application form in another format because of disability (e.g. large print) please contact us.
- We will accept applications in other formats, e.g. audio tape, where an applicant has difficulty in completing the form because of a disability or learning difficulty.
- Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
- Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the sections where questions are posed. Our preference is for your application to be submitted by email. However, you may complete the form by hand (in black ink please to assist photocopying). Include extra sheets if there isn't enough room in the boxes provided.
- On the grounds of economy, we do not acknowledge unsuccessful applications. If you have not heard from us within four weeks of the closing date, please assume that you have been unsuccessful.

### **Disability**

If you have indicated that you have a disability and provided evidence that you meet all of the essential criteria for the post, you will be offered an interview as part of the Magna Vitae's commitment to the employment of people with disabilities.

If called for interview you will be asked if you require any aids or assistance to attend the interview. If you are successful in your application the Council will discuss with what reasonable aids and adaptations you would require to enable you to carry out the duties of the post.

### **Health**

If you are the successful candidate you will be required to complete a medical questionnaire.

### **Safeguarding**

In line with our safeguarding policy Magna Vitae has a requirement to ensure that all its employees are appropriately vetted. Magna Vitae will therefore undertake appropriate checks before your employment commences. Magna Vitae reserves the right at any time not to proceed with your application, where either an individual is unwilling to undertake these checks or where an unsatisfactory check is returned. Similarly if you give false information your employment will be terminated.

**Please return completed applications to the named person or venue in the job advertisement.**

**If you return the form by hand or post please ensure it is clearly marked 'private & confidential'.**

## Privacy Statement

For the purpose of the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 2018, the data controller is Magna Vitae, Unit 15, Fairfield Enterprise Centre, Lincoln Way, Fairfield Industrial Estate, Louth, Lincolnshire, LN11 0LS.

When individuals apply to work at Magna Vitae (or are Trustee applicants), we will only use the information they supply to us to process their application and to monitor recruitment statistics. Payroll and Human Resource services are provided by Compass Point Business Services and we will therefore share the information provided by candidates with them. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Disclosure and Barring Service (DBS) we will not do so without informing the candidate beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted. We retain de-personalised statistical information about applicants to help monitor our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with Magna Vitae, we will compile a personal file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with Magna Vitae has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it (or shred where held as hard copy)