# 

SECTION A

For office use only

Ref. No.

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

Liverpool Lighthouse is part of Love and Joy Ministries Association of Independent Charities, and its work is underpinned by its Christian ethos and values.

It is **ESSENTIAL** that applicants read this application form carefully, complete as fully as possible and return it according to the instructions given at the end of the form.

**1. PERSONAL DETAILS**

Surname (block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Preferred Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forenames \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N I No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. POST DETAILS**

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Closing Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you find out about this post?

[ ] Website [ ] Newspaper (please specify which)

[ ] Agency [ ] Job Centre [ ] JET

[ ] People’s centre [ ] Universal job match [ ] Other (please specify)

**3. EMPLOYMENT RECORD ( In date order, starting with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer (including full address) | Job Title/Duties |
|  |  |  |  |

**4. EDUCATION ( In date order, give details of secondary and further education)**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of school or college attended | Qualifications |
|  |  |  |  |
|  |  |  |  |

**5. EXPERIENCE, QUALIFICATIONS AND SKILLS**

Please explain how your experience, qualifications and skills qualify you as a candidate for this post. These may have been gained in paid or unpaid work, or in the course of pursuing leisure interests. You need to specify when and how the experience or skills were gained. Include any training or qualification where relevant. Please continue, if necessary, on an additional sheet.

**6. ORGANISATIONAL ETHOS**

**Please explain how you would uphold and support the organisation’s Christian ethos (**Please continue, if necessary, on an additional sheet).

**ADDITIONAL INFORMATION**

**7. ASYLUM & IMMIGRATION ACT 1996**

|  |
| --- |
| Section 8 of The Asylum and Immigration Act 1996 makes it an offence for our organisations to employ you if you are not entitled to work in the UK. For Liverpool Lighthouse to comply with this, you will be asked to produce your proof of eligibility to work in the UK at the interview. |

**8. REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. **Failure to disclose such convictions will result in disciplinary action or dismissal. In the event of onboarding, we reserve the right to withdraw the offer at any time if our DBS check reveals any misleading or non-disclosed information afterward**.

Have you had any previous convictions? YES NO

If yes, please give details of offence, including date and sentence.

**9. DISCLOSURE & BARRING SERVICE CHECKS**

Liverpool Lighthouse ltd takes Safeguarding seriously. Because of the nature of some of our work, any offer of employment may be subject to the satisfactory completion of a criminal convictions disclosure form, detailing any convictions, and a Police Check. This can only be done with your consent. The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the Personnel Department and Directors only. Please note that some convictions will never be considered spent in relation to the type of post under consideration.

I consent to a police check being carried out. (YES) (NO)

**10. EMPLOYMENT EQUALITY**

Liverpool Lighthouse is an Equal Opportunities Employers. We are committed to adopt a consistent, non discriminatory approach to the selection for employment. The recruitment decision will not be influenced by any perceived prejudices in relation to the age profile, gender, disability, sexual orientation, religious belief, background or spoken accent.

Smoking is not permitted anywhere in any LJM AoC organisation premises and grounds. Please tick to confirm that you understand and you agree to comply with the policy and you will follow all signs displayed as appropriate. (Yes) (No)

**11. GENERAL DATA PROTECTION REGULATION (GDPR) 2018**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the application form and Equal Opportunities form can be stored and processed in accordance with the LLH charities’ GDPR policy and procedure.

Please tick to confirm that you have completed this application form yourself (Yes) (No)

**12. REFERENCES**

As part of our vetting process we will take up a minimum of 2 references. If you are shortlisted we will aim if possible to take up your references prior to interview.

Please give names and addresses and telephone numbers of 2 people from whom references may be sought concerning your application. One of the referees should preferably be a past employer with the other being a character reference. Any offer of employment is subject to the receipt of two satisfactory references.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post code --------------------------------------------- Post code --------------------------------------------

Tel. no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we approach this referee prior to interview?

**YES NO**

Period of notice in current post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

**Ref 1 Requested Ref 2 Requested**

**Ref 1 Received Ref 2 Received**

When completed this application form should be returned by post or hand to

Petronelle Moanda

LJM Association of Charities

Liverpool Lighthouse

Oakfield Road

Liverpool

L4 0UF

This form may also be submitted electronically at:

[Petronelle.moanda@ljmAoc.org](mailto:Petronelle.moanda@ljmAoc.org)

This form may also be submitted electronically at

[petronelle.moanda@ljmgroup.org.uk](mailto:petronelle.moanda@ljmgroup.org.uk)