

Application form



Vacancy Details

Job Title

Personal Details

Title

Name:

National Insurance number

House name/number

Street Name

City Town County

Postcode

Contact Number

Email Address

Eligibility to work in the UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? **Yes / No** Tick as appropriate

Other applicant details

Are you currently or have you previously been employed by this organisation?

Yes / No Tick as appropriate

If **yes**, please provide dates from and to and reasons for leaving (if applicable)

Date from Date to

If currently employed by RLT please leave blank

Reason for leaving (if applicable)

Relationships

Are you related to a Board Member, Exec or Management Team or Senior Supervisor at RLT

Yes / No Tick as appropriate

If **yes**, please provide the following details: -

Name

Relationship to you

Dismissed

Have you ever been dismissed from any organisation for any reasons other than redundancy? **Yes / No** Tick as appropriate

If **yes**, please give details including dates, reasons and employer

Disability

Rosendale Leisure Trust has made a commitment to improve the employment opportunities for people with disability and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the job description.

The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities (i.e. has lasted or is expected to last over 12 months)

Do you consider yourself to be disabled according to the above definition?

Yes / / No / Prefer not to say Tick as appropriate

Please specify any arrangements we can make to assist you if you are invited for interview / assessment

Employment History

Please provide details of your previous employment, including job titles, company names, dates of employment, and key responsibilities. Highlight any relevant experience, skills, and achievements that demonstrate your suitability for the role.

Name of Company	Job title	Date: to & from	Key responsibilities

Additional employment history may be asked about in the interview stage.

Education and Training

Please give details of your education and qualifications below. In addition please provide details of any non-qualification courses and training relevant to this position. If there are essential qualifications for this position, please include them here. Successful applicants will be required to provide evidence of any essential qualifications.

Education

Qualification	Grade	Date: to & from	Where obtained

Membership of professional bodies

If **yes**, please give more details

Training & Development

e.g. Formal qualifications, In-House course, non accredited training

Name of Course	Provider	Date attended

Supporting information

This section of the application form is very important, as this is where you demonstrate your suitability for the job advertised. Please ensure you read through the advertisement and the job description to get a clear view of what the job involves. Please pay particular attention to the areas described as “ESSENTIAL”.

Please ensure you demonstrate how you meet the requirements of the job, using examples of any relevant ability, experience and qualifications.

Skills, Knowledge and Experience

References

Please give details of two referees, one of which must be from your current/last line manager. If unable to give your current/most recent line manager, please explain why? If the position to which you are applying is working with children, please provide a referee from the last employer where you were employed to work with children.

If you have not been previously employed please provide a character reference. For example, if you are a school or college leaver, your Head Teacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities and can comment on your reliability and is aware of your potential.

Current or most recent employer / voluntary work / organisation/ education

Referee Name:

Job Title (if Applicable):

Organisation:

Address:

Telephone number:

Email address:

Relationship to you:

Previous employer / voluntary work / organisation / education / character

Referee Name:

Job Title (if Applicable):

Organisation:

Address:

Telephone number:

Email address:

Relationship to you:

Rossendale Leisure Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For posts involving work with, or having access to information about vulnerable people you are required to have an enhanced DBS check. You should not apply to work with these groups if you know that you are barred from working with children or vulnerable adults.

Any job offer will be subject to satisfactory completion of pre-employment checks and a probationary period for all new employees.

You can return your completed application form by e-mail to people@rltrust.co.uk

Declarations

I can confirm that the information contained in this application is correct and complete to the best of my knowledge. I understand that my application may be rejected or that I may be dismissed from employment without noticed for giving false, or withholding, information. I also give my consent to the processing of data contained, or referred to, in this application in accordance with the Data Protection Act 1098 and any subsequent legislation.

Signed

Dated