

Telephone: Nuneaton (024) 7637 2069

Job Application Form

We will use your completed application form to decide whether to call you for interview. It is important that you provide a full picture of your relevant experience and skills on the form.

Please do not enclose your Curriculum Vitae. Type or write neatly in black ink and keep a copy. We will not acknowledge your application and will only contact you again if we call you for interview.

Equal Opportunities. Our policy is to ensure that no application receives less favourable treatment on the grounds of ethnic origins, race, colour, nationality, sex, marital status or disablement.

1 Post applied for

Application for the post of _____ at _____

Full-time Part-time

2 Personal details

Surname _____ Forenames _____

Address _____

Postcode _____ Telephone: (home) _____
(work) _____

Declaration of Criminal Convictions

Have you ever been convicted of a criminal offence? No Yes If yes give details.
(Under the Rehabilitation of Offenders legislation, you need not disclose 'spent' convictions.)

NB: A CRB check will be required for successful applicants for Welfare Rights Posts

Driving Licence

Do you hold a current licence to drive a motor car? No Yes

Do you own or have the use of a car? No Yes

3 Application to the Warwickshire Welfare Rights Advice Service

Where did you hear about this post?

6 Relevant educational/professional/vocational qualifications

eg, GCSE, degree, professional qualifications, NVQs, etc

School/college/university	Qualifications & Grade	Period of study (from/to)

7 Experience outside paid work

Please give details of any experience (such as voluntary work, special skills, personal interests, family care, elder care etc) which you think is relevant to your application

8 Referees

Please give names and addresses of at least two people we could approach as referees, including your present (or last previous) employer. No appointment will be made without satisfactory references.

NB: References are only taken up when a provisional job offer has been made.

Name:	Name:
Address:	Address:
Telephone No:	Telephone No:

Equal Opportunities Monitoring Form

Warwickshire Welfare Rights Advice Service is an Equal Opportunities Employer. WWRAS operates a policy that aims to ensure that unfair discrimination does not take place. The information requested below can help WWRAS monitor the effectiveness of its recruitment policy. The ethnic groupings are those agreed by the Commission for Racial Equality.

The details supplied are confidential and will not be made available to the officers making the appointment. Thank you for your co-operation.

PLEASE COMPLETE THIS FORM AND RETURN IN THE ENVELOPE MARKED 'PRIVATE & CONFIDENTIAL'.

Post applied for:	Location:
Surname:	Forenames:
Age:	Date of Birth:
To which of these groups do you consider you belong? (tick one box only)	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	A White <input type="checkbox"/> A1 British <input type="checkbox"/> A2 Irish <input type="checkbox"/> Any other White background
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other	B Mixed <input type="checkbox"/> B1 White and Black Caribbean <input type="checkbox"/> B2 White and Black African <input type="checkbox"/> B3 White and Asian <input type="checkbox"/> B4 Any other Mixed background
Are you disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	C Asian or Asian British <input type="checkbox"/> C1 Indian <input type="checkbox"/> C2 Pakistani <input type="checkbox"/> C3 Bangladeshi <input type="checkbox"/> C4 Any other Asian background within C
Where did you see this post advertised? <input type="checkbox"/> Local Press Please specify _____ <input type="checkbox"/> National Press <input type="checkbox"/> WCC Website <input type="checkbox"/> External Vehicle <input type="checkbox"/> Internal Vacancy List <input type="checkbox"/> Other, please specify	D Black or Black British <input type="checkbox"/> D1 Caribbean <input type="checkbox"/> D2 African <input type="checkbox"/> D3 Any other Black background within D
	E Other ethnic groups <input type="checkbox"/> E1 Chinese <input type="checkbox"/> E2 Any other ethnic group <input type="checkbox"/> E3 Not stated

EOP form