



AINSDALE LUNCH AND LEISURE

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

in the post of **General Manager**

within **Ainsdale Lunch and Leisure**

Please return the completed application form to:

Mrs G M Hemmings
Ainsdale Lunch and Leisure
Ainsdale Methodist Church
Liverpool Road
Southport
PR8 3NQ

To arrive before: Noon on Friday 12th August 2022

Please complete this application in black ink or black type

Name in full **(Mr/Mrs/Miss/Ms)**

Address:

.....

.....

Post Code

Tel No:

Email:

Mobile:

WORK PERMIT

Please be aware it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before Ainsdale Lunch and Leisure can confirm any offer of appointment.

Are there any restrictions on your right to work in the UK? Yes No

If “Yes” please indicate the basis on which you are eligible to work in the UK.

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Guidance to Candidates

Please read this information carefully before you complete the next part of the form.

Think carefully about the information in the job description and consider what experience you have that would equip you for this post.

The questions are intended to allow you to draw on all your experience including education, employment, voluntary work, family life or activities, hobbies and interests (and so on).

Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.

Try to provide evidence or give examples of how you can meet the requirements of the job description.

The information that you provide on this form will be used to process your application for employment. We process this information in line with our Data Protection and Privacy policies (available in the “About” section of our website).

If you succeed in your application for employment, the information will be used in the administration of your employment with us. By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our Data Protection and Privacy policies.

Please answer the following questions:

(1) Why are you applying for this job?

(2) How do you feel you meet the requirements of the Personal Skills and Abilities section of the job description?

(3) How do you feel your experience and abilities would enable you to carry out the Roles and Responsibilities shown in the job description?

(4) What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

Employment History

List your employers during the past ten years, starting with your most recent. Please account for any gaps in employment.

Dates	Employer Details	Post Details

What period of notice do you have to give in your present job?

References

Please supply the name, postal and email addresses of two referees, other than a relative, including your present employer if you are in employment.

Name

Telephone Number

Email address

Postal Address

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Name

Telephone Number

Email address

Postal Address

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Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please supply further details.

You are welcome to give any additional information in the space below.

Declaration

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to Ainsdale Lunch and Leisure being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signature

Date