** ABA LEEDS JOB APPLICATION FORM**

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| **POST APPLIED FOR:** | | | | | | | |
| **CLOSING DATE:** | | | | | | | |
| **Return completed forms to nasreenh@abaleeds.org.uk** | | | | | | | |
|  | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | |
| Last name: | | | | First name(s): | | | |
| Date of birth: | | | | Phone number: | | | |
| Address: | | | | | | | |
| Postcode: | | | | Email: | | | |
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| **REFERENCES:** | | | | | | | |
| Please give the details of two referees. One must be your present or most recent employer. | | | | | | | |
|  | | Referee one | | | | Referee two | |
| Name | |  | | | |  | |
| Contact details | |  | | | |  | |
| Capacity known | |  | | | |  | |
| Can we contact the referee prior to interview? | | Y/N | | | | Y/N | |
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| EMPLOYMENT DETAILS | | | | | | | |
| Are you currently employed? Y/N | | | | | | | |
| Name and Address of your current employer: | | | | | | | |
| Date appointed: | | | | | | | |
| Date of leaving (if relevant): | | | | | | | |
| Salary: | | | | | | | |
| Job title and brief description of duties: | | | | | | | |
| Reasons for leaving (if relevant): | | | | | | | |
|  | | | | | | | |
| PREVIOUS EMPLOYMENT | | | | | | | |
| Please list other posts starting with the most recent, including any voluntary or other responsibilities you consider relevant | | | | | | | |
| FROM | TO | | EMPLOYER | | | | POSITION HELD AND DUTIES |
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| EDUCATION AND PROFESSIONAL TRAINING | | | | | | | |
| FROM | TO | | EDUCATION/TRAINING ESTABLISHMENT | | | | QUALIFICATION |
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| Please outline any hobbies or interests that have assisted your personal development | | | | | | | |
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| What attracts you to this post and what personal skills and experience do you have that could be especially useful? | | | | | | | |
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| PERSONAL STATEMENT | | | | | | | |
| Please use this section to demonstrate that you have the necessary experience, knowledge & skills for the post as laid out in the Person Specification (no more than 500 words). Your experience, knowledge & skills may have been gained from unpaid work/volunteering and/or home activities as well as from paid work. It is in your best interest to focus on the requirements of the post as listed in the Person Specification, preferably describing how you meet each requirement in turn. | | | | | | | |
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| OTHER INFORMATION | | | | | | | |
| Do you hold a current driving licence? Y/N | | | | | | | |
| Do you have access to a car? Y/N | | | | | | | |
| Do you have a health problem or disability that is relevant to your application? Y/N | | | | | | | |
| If you are invited for an interview, please outline any special facilities you may require: | | | | | | | |
| Period of notice required by present employer: | | | | | | | |
| How did you find out about this vacancy? | | | | | | | |
|  | | | | | | | |
| DECLARATION | | | | | | | |
| I declare that the information contained in this application form is a true statement. | | | | | | | |
| Signed: | | | | | Date: | | |

**EQUAL OPPORTUNITIES MONITORING INFORMATION**

We are an equal opportunities employer. All applicants are offered equal access to employment opportunities irrespective of their sex, marital status, disability or race. Our employment opportunities are open to all sections of the community. You will help us monitor the effectiveness of our policies if you complete the equal opportunities information carefully. It will only be used for monitoring and statistical purposes and will be treated confidentially.

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| --- | --- | --- | --- |
| Gender | Male [ ]  Female [ ] | Non-binary [ ]  Prefer not to say [ ] |  |
| Is your gender the same as you were assigned at birth? | Yes [ ]  No [ ]  Prefer not to say [ ] |  | |
| Ethnicity (cultural and ethnic origin) | Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Any other Asian or Asian British background [ ] | Caribbean [ ]  African [ ]  Any other Black, Black British or Caribbean background [ ]  Mixed or multiple ethnic background [ ] please give details: | White British [ ]  White European [ ]  Any other White background [ ] |
| Religion or belief | Hindu [ ]  Sikh [ ]  Jewish [ ] | Christian [ ]  Atheist [ ]  Other [ ] | Muslim [ ]  Buddhist [ ]  Prefer not to say [ ] |
| Do you have a disability or long-term health condition? | Yes [ ]  No [ ]  Prefer not to say [ ] |  | |
| Are you an ex-offender | Yes [ ]  No [ ]  Prefer not to say [ ] |  | |
| Sexual orientation | Heterosexual/straight [ ]  Bisexual [ ]  Gay [ ] | Lesbian [ ]  Asexual [ ]  Other [ ] |  |