 Community Furniture Store (York) Ltd

 Community Furniture Store (Selby) Ltd
 Community Furniture Store (Ryedale) Ltd

 REGISTERED OFFICES
 UNIT 29 THE RAYLOR CENTRE
 JAMES STREET

YORK

YO10 3DW

**For a large print version please ring 01904 426444**

**APPLICATION PART ONE**

**Position you are applying for:**

FOR OFFICE USE: Reference No: Date Received:

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| **PERSONAL DETAILS** |
| Surname |  |
| First Name |  |
| Address for Correspondence: |
| Daytime Telephone Number: | Mobile Telephone Number: |
| Evening Telephone Number:  | E-mail Address: |

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| **REFERENCES**Please give details of two referees, one of whom should be your present or immediate past employer. References will be taken up for interviewed candidates only.  |
| NameOrganisation/CompanyAddressPhonee-mail | NameOrganisation/CompanyAddressPhonee-mail  |
| May we contact without specific consent from you? Yes/No  | May we contact without specific consent from you? Yes/No  |

**I declare that, to the best of my knowledge and belief, the information I have given in applying for employment is true and accurate. I understand that any offer of employment is conditional upon the accuracy of this information.**

**Signed …………………………………………………… Date …………………………………..APPLICATION PART TWO**

FOR OFFICE USE: Reference No:

**EQUALITY & DIVERSITY MONITORING**

**If you do not wish to answer these questions your application will not be affected in any way.**

The information provided on this part of the application form is not used to select applicants. This part will be kept confidential and the information will not be made available to the selection or interview panel. All applicants are judged only on their abilities in relation to the post for which they are applying.

To ensure the effectiveness of our equality procedures, we record information in line with the protected characteristics of the Equality Act 2010. If you feel that your application has not been successful for any reason other than your suitability for the role, we will use this information to help us investigate. All parts of your application will be given a unique reference number so we can reunite them to help us with this process.

The information given will not be placed on your personnel file if you should be appointed.

**Please leave blank any questions you do not wish to answer:**

**Gender:**  Male Female Transgender

Are you the same gender now as you were at birth?Yes No

**Age:** ……………………….

**Sexuality:** Heterosexual  Homosexual Bi-sexual Other

**Marital Status:** Single Divorced Civil Partnership

 Married Widowed Separated

**Are you pregnant or have you given birth within the past 26 weeks?** Yes No

**Ethnic Origin:**

This question asks you to indicate the ethnic group to which you belong (not where you were born). The categories below are those used in the UK Census and recommended by the Equality and Human Rights Commission

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | [ ]  White British | [ ]  White Irish | [ ]  White Other | [ ]  Chinese |
|  | [ ]  Bangladeshi | [ ]  Pakistani | [ ]  Indian | [ ]  Asian Other |
|  | [ ]  Caribbean | [ ]  African | [ ]  Black Other | [ ]  Other – pleasespecify: |
|  | [ ]  Mixed – White & Asian  | [ ]  Mixed – White & African | [ ]  Mixed – White & Caribbean |  |
|  | [ ]  Any Other Mixed Background |  | [ ]  Prefer Not to Disclose |  |

**A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.**

Do you have a disability? Yes No

**How would you describe your faith/religious beliefs……………………….……………………**

**APPLICATION PART THREE**

FOR OFFICE USE: Reference No

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| **REHABILITATION OF OFFENDERS ACT 1974****Do you have any criminal convictions or charges outstanding, including driving offences, that are not regarded as “spent” Yes/No**If you have answered **Yes** please send a short statement giving details of the conviction/charge including dates. Send your statement, marked “Private and Confidential” to The Chief Officer, Community Furniture Stores, Unit 9 The Raylor Centre, James Street, York, YO10 3DW. If you inadvertently disclose a conviction, which is regarded as “spent”, it will be ignored. Having a criminal conviction will not necessarily prevent you from gaining employment with us, it will depend on the nature and severity of the offence and its relevance to the role you are applying for.  |
| Under the terms of the **ASYLUM & IMMIGRATION ACT 1966** the Stores can only employ people who are entitled to work in the UK. The Store will need to see documentation which confirms this entitlement.**I confirm that I am entitled to work in the UK Yes/No**  |

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| --- | --- |
| Do you hold a full valid driving licence?  |  |

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| **PRESENT OR MOST RECENT EMPLOYMENT** |
| Name of employer / organisation |  |
| Address |  |
| Job Title |  |
| Date employment started with this employer |  |
| Date employment started in this role (if different to above)  |  |
| Date employment ended  |  |
| Salary and other remuneration details |  |
| Brief description of duties |  |
| To whom immediately responsible |  |
| Notice required |  |

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| **PREVIOUS WORK EXPERIENCE** Please start with most recent experience and account for any breaks in employmentPlease expand form if necessary |
| From | To | Organisation name and location | Your Position | Brief Description of duties and reason for leaving |
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## VOLUNTARY WORK EXPERIENCE (if any) Please expand form if necessary

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| --- | --- | --- | --- | --- |
| From | To | Organisation name and location | Your Position | Brief Description of duties  |
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| **EDUCATION AND TRAINING including any current study. Please include all qualifications gained in full time education plus details of any further education and employment training (Please expand table if necessary)**  |
| Name of Establishment | Subject (s) | Qualification gained |
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| **What IT software do you use on a regular basis?**  |

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| **Please tell us about why you are interested in the post, and how your skills and experience fit the Job Outline and Person Specification. The form expands if filled electronically or use an extra sheet if you wish.** |
|  |
| Do you know or are you related to any Board Member or employee of the Community Furniture Stores at York, Selby or Ryedale? | If yes, please give details: |

|  |  |
| --- | --- |
| It would help us to know where you saw this application | Please give details: |

**Closing date for applications: 12 noon on**

**PLEASE RETURN YOUR APPLICATION to** **marie@cfstores.org.uk**

**BY E-MAIL: with your initials in the file name.**

**BY POST: Marked Private and Confidential**

Marie Whitelam

Financial Administrator

Community Furniture Stores

Unit 29, The Raylor Centre

James Street

YORK

YO10 3DW

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| --- |
| GDPR 2018: In providing this information you consent to Community Furniture Store using it to decide whether or not to invite you to interview for the role you have applied for. The information will be stored electronically with access restricted to those that are involved in the recruitment process. Personal information on candidates that are not successful in their application will be destroyed within 6 weeks of the closing date above. |