# CLAPA application form

Please return your application form to: [info@clapa.com](mailto:info@clapa.com)

Please note that we can only shortlist you on the information you provide in your application form. **CVs will not be considered.** Please write clearly in black ink or type.

|  |  |
| --- | --- |
| Position applied for | Click here to enter text. |
| Where did you see this position advertised? | Click here to enter text. |

## Personal details

|  |  |
| --- | --- |
| **Full name** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Telephone (daytime)** | Click here to enter text. |

## Education and training

Please list your formal educational qualifications (most recent first) and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level, e.g. A-level equivalent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |
| Name of institution | Level of education | Course title/subjects taken | Grades obtained | Click here to enter a date. |

### Professional qualifications / other relevant training

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

## Employment history

Start with your present or most recent employer. It will suffice to briefly describe your duties and responsibilities, as you may wish to refer to these more fully under the Experience and Skills section which follows. Please include details of any voluntary work which may be relevant.

### Current position

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |
| **Notice required** |  |

### Previous employment

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

## Skills, experience and additional information

Please address each point of the person specification and evidence how you meet each requirement. We draw up a shortlist on the basis of this information.

You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. Please ensure that the information you give is relevant to the advertised post. Experience gained outside the UK is also relevant.

Click here to enter text.

## References

Becoming a Trustee at CLAPA is offered subject to receipt of satisfactory references. Please give details of two referees. One of these should be the line manager from your present or most recent employer (paid or voluntary work). These should not include relatives or personal friends. If your two referees are from the same organisation, please note that we will also require details from a different previous employer. We will not take up references without your personal permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email | Click here to enter text. |

## Declaration

I certify that the information given in this application form is correct to the best of my knowledge. I consent to CLAPA checking any information provided in this application and agree to the information being used for registration purposes under the Data Protection Act 1998.

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

We welcome applicants from people with disabilities. If you have any particular access or other requirements, please indicate this on the attached recruitment monitoring form and we will contact you prior to attending for interview.

## Recruitment Monitoring Form

### Statement of policy

CLAPA is an equal opportunity employer and will apply objective criteria to assess potential suitability for vacancies. We aim to ensure that no applicant or employee/volunteer receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origins, religion or belief, age, gender, gender reassignment, maternity, marital status, sexual orientation or disability. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees and volunteers will be given equality of opportunity and, where appropriate and possible, special training to enable them to progress both within and outside the organisation. CLAPA is committed to a continuing programme of action to make this policy effective and bring it to the attention of all employees.

### Monitoring

In order to ensure the continued development of the above policy, all applicants are asked to complete the information below. You are not obliged to answer all questions, but obviously the more information you supply the more effective our monitoring will be. If you choose not to answer questions it will not affect your application. The information you supply here is confidential and will be used solely for monitoring purposes. The selection panel will not see this form.

**Post applied for:** Click here to enter text.

|  |  |
| --- | --- |
| Ethnic group:  Choose ONE section from A to E  Tick the appropriate box to indicate your cultural background | 1. White   British  Irish  Other White background, please write in: Click here to enter text. |
|  | 1. **Mixed**   White and Black Caribbean  White and Black African  White and Asian  Any other mixed background, please write in: Click here to enter text. |
|  | 1. **Asian or Asian British**   Indian  Pakistani  Bangladeshi  Any other Asian background, please write in: Click here to enter text. |
|  | 1. **Black or Black British**   Caribbean  African  Any other Black background, please write in: Click here to enter text. |
|  | 1. Chinese or other ethnic group   Chinese  Any other, please write in: Click here to enter text. |

**What is your sexual orientation?**

Prefer not to say (Select one option from the dropdown list)

**Gender:**

Female

Male

**Religion/Belief:**

Click here to enter text.

**Age group**:

Under 30

31 - 44

45 and over

**I consider myself to have a disability:**

Yes

No

If yes, would you like to tell us more?

Click here to enter text.

**Please return both parts of your application form to:** [**info@clapa.com**](mailto:info@clapa.com)