



Touchstone House  
2 – 4 Middleton Crescent  
Leeds  
LS11 6JU

# APPLICATION FORM

Please complete in type or block capitals in black ink.

**(Please complete all sections of this form and do not submit a CV, as it will not be considered)**

**Areas for you to type into are highlighted in a light grey colour. Please pay particular attention to questions that ask you to delete multiple choice options.**

Please be aware that this cover sheet, and section 7-11 will be removed from this application in the anonymising process.

**APPLICATION FOR THE POST OF:**

**REF NO:**

TITLE:	
PRONOUNS:	
SURNAME OR FAMILYNAME:	
FORENAME:	

HOME ADDRESS:	
POSTCODE:	
CONTACT NUMBER:	
EMAIL ADDRESS:	

**Please answer all questions. CVs will not be accepted.**

Are you applying for this post on a job share basis?	Yes / No (*please delete as appropriate)
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**1. PRESENT OR LAST POST**

Post Held	Department or Section	Date Appointed	Date Left
Employer Name & Address		Current Salary and Additions and Grade	
		Reasons for Leaving	
		Notice required to present employer	
		Can we contact you at work?	
Main Duties and Responsibilities			

**2. PREVIOUS EMPLOYMENT**

Please list any relevant paid employment you have had, giving the most recent first.

Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	
Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	

Dates From - To:	
Reason for Leaving:	
Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	
Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	
Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	
Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	
Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	

**3. VOLUNTARY & UNPAID WORK**

Please list any relevant voluntary experience you have, giving the most recent first.

Organisation:	
Main Duties:	
Dates From - To:	
Organisation:	
Main Duties:	
Dates From - To:	
Organisation:	
Main Duties:	
Dates From - To:	
Organisation:	
Main Duties:	
Dates From - To:	

#### 4a. EDUCATION & TRAINING

Please list any education or training you have undertaken and the qualification obtained.

Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	
Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	
Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	
Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	

#### 4b. TRAINING COURSES ATTENDED

Please include any relevant training courses you have attended or are undertaking.

Course Title	
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## 5. LIFE EXPERIENCE

Is there anything else you have done that you wish to tell us about? This may include work experience, unemployment, caring for a child/relative/friend, etc.

## 6. PERSONAL STATEMENT

After reading the job description and person specification please complete this section.

Please demonstrate how you meet the criteria set out in the person specification. Invitation to interview for the position will depend on how well you meet the set criteria. Make sure you back your statements up with clear evidence of your knowledge, skills and experience. You can use examples from your lived experience, voluntary roles, previous jobs or your studies.

**DO NOT EXCEED THE SPACE PROVIDED AND DO NOT ATTACH ADDITIONAL DOCUMENTS**

### 6a. SKILLS

Please address each point of the person specification and evidence how you meet each of the criteria.

### 6b. EXPERIENCE

Please address each point of the person specification and evidence how you meet each of the criteria.

**6c. KNOWLEDGE/UNDERSTANDING**

Please address each point of the person specification and evidence how you meet each of the criteria.

**6d. ATTITUDES AND DISPOSITION**

Please address each point of the person specification and evidence how you meet each of the criteria.



**6e. EQUAL OPPORTUNITIES**

Please address each point of the person specification and evidence how you meet each of the criteria.

**7. OTHER INFORMATION**

Do you hold a current clean driving license?

Yes / No (\*please delete as appropriate)

If you have any endorsements, please give details:		
Do you have the use of a car?	Yes / No ( <b>*please delete as appropriate</b> )	
Do you have a friendship or are you related to any employee/member of Touchstone or the Board of Trustees?	Yes / No ( <b>*please delete as appropriate</b> )	
If yes, please complete the following details:	Name:	
	Job title:	
	Relationship:	
Have you ever been employed by Touchstone before?	Yes / No ( <b>*please delete as appropriate</b> )	
Are you a Touchstone Volunteer?	Yes / No ( <b>*please delete as appropriate</b> )	
Are you a United Kingdom or European Economic Area National?	Yes / No ( <b>*please delete as appropriate</b> )	
Please confirm your current status in terms of entitlement to work in the UK:	British Citizen / Overseas National with permission to work in the UK / Overseas national without permission to work in the UK ( <b>*please delete as appropriate</b> )	
<b>8. HEALTH RECORD</b>		
Are you aware of any health reasons which may impact on your ability to apply for this post either at application or the interview stage?	Yes / No ( <b>*please delete as appropriate</b> )	
If yes, please advise us on any reasonable adjustments you may need making:		
<b>9. REHABILITATION OF OFFENDERS ACT 1974</b>		

This post is exempt from the provision of Sector 4 (2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold any information about convictions, including any cautions, which for the purposes are “spent” under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to your application for this post.

Have you at any time received, or have pending a court conviction (including any cautions)?

Yes / No (**\*please delete as appropriate**)

If yes please give details:

Failure to disclose **all convictions**, including “spent” ones, will lead to your application form being disqualified, or if you are appointed to your dismissal. If the post you are applying for involves substantial access to children and/or other specific vulnerable groups, Touchstone will check with the CRB Disclosure Service for existence and content of any criminal record if you are offered the post.

#### 10. REFERENCES

Please remember to ask your referee(s) for permission before you give their name. Please give the names, addresses and telephone numbers of two referees. If you are or have been employed these should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for this post. **Family members or friends cannot be referees.**

If you are a student please provide contact details of a teacher at your school, college or university.

If you have not been in employment for a considerable amount of time but have previous employment then you should seek one reference from your last employer and a personal reference (of whom you should not be related to).

Name		Name	
Email Address		Email Address	
Address		Address	
Post Code		Post Code	
Contact Number		Contact Number	
Occupation		Occupation	
Relationship		Relationship	

At what stage may we contact your referees?

Before Interview / After Interview / At Any Stage (**\*please delete as appropriate**)

I understand that appointment will be subject to the information given in this form being correct and that canvassing or failure to disclose a relationship to a member of Touchstone staff/Board of Trustees will disqualify. To withhold, falsify or omit relevant information may lead to disciplinary action, including dismissal, in the case of a successful applicant.

I have read this statement and confirm that all information given by me is correct.

Signature

Date

**11. CHECK ON CONVICTIONS OR CAUTIONS**

A check as to the existence and content of a criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment. You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you. As stated on the application form, Touchstone is discharging a social service function and is covered by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975, and in this connection you are therefore obliged to disclose both current and spent convictions.

Please give details on the application form of all convictions, cautions, reprimands or warnings (whether spent or not)

I agree, if I am selected for this appointment, to checks being made with the Disclosure and Barring Service for any record of convictions or cautions against me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

Name

Signature

Date

**12. EQUALITY AND DIVERSITY FORM**

We are committed to employing a workforce that reflects the community we serve. In order to monitor our progress, we ask you to answer the questions below. If you do not wish to complete all or any part of this monitoring form, you do not have to do so. (This form and your personal details on the application form will be separated from the rest of the application form)

**What is your preferred title?**

<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>	<b>Mx</b>
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**Other (please specify):**

**What is your gender identity?**

Woman		Man	
Non Binary		Trans	
Other		Prefer not to state	

**Is your gender identity the same as the gender you were assigned at birth?**

Yes		No	
Prefer not to state			

**How do you identify your sexual orientation?**

Bisexual		Gay	
Heterosexual		Lesbian	
Other		Prefer not to say	

**Which age bracket do you fall into?**

Under 18		55 – 64	
18 - 24		65 – 74	
25 - 34		75 – 84	
35 - 44		Over 85	
45 – 54			

**What is your Religion / Faith?**

Atheist		Sikh	
Buddhist		Other	
Christian		Muslim	
Hindu		Jewish	
No Religion / Belief		Prefer Not To State	

<b>What is your ethnic background?</b>	
White British	Pakistani
White Irish	Chinese
White Welsh	Kashmiri
White Scottish	Other Asian background
White Northern Irish	White & Black Caribbean
White English	White & Black African
Other white background	White & Asian
Black African	Other mixed background
Black Caribbean	Arab
Other Black/ Caribbean/ African background	Gypsy / Irish Traveller
Bangladeshi	Another ethnic group
Indian	Prefer not to state

<b>Do you consider yourself disabled?</b>	
Yes	No
Prefer not to state	

<b>If "Yes", which disability or disabilities do you consider yourself to have?</b>	
Learning Disability	Physical disability or impairment
Mental Health Disability	Sensory disability or impairment

<b>How did you hear about this vacancy?</b>
Another Organisation (please specify)
Charity Job Website
CV Library
DIVA Bradford
Doing Good Leeds
EIDA
Indeed Website
Internally (please specify)
Jobsite
Leeds City Council Website
LinkedIn
NHS Jobs Website
Nova Website
Other (please specify)
Reed Website
Stonewall Website
Sugar Media
Touchstone Website
Volition Website
Word of Mouth