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[gordonmoody.org.uk](http://gordonmoody.org.uk)

## GORDON MOODY JOB APPLICATION FORM

Gordon Moody Association is committed to equal opportunities in employment. To ensure that individuals are selected, promoted and treated on the basis of their individual merits and abilities, it would assist Gordon Moody if you would provide the information requested in **Part One** and **Part Two**.

**Part One** must be completed to allow the processing of the application. The information **will only be referred to for contact purposes**. The form will **not be shown to the selection panel** and will be destroyed after six months if you are unsuccessful.

Please complete in typescript or black ink. If completing in black ink, please write clearly.

### PART ONE

**Name:** \_\_\_\_\_

**Title (if used):** \_\_\_\_\_

<b>Address:</b>		
	<b>Tel No:</b>	
	<b>Daytime:</b>	<b>Other Contact No:</b>
<b>E-mail address:</b>		



**Please note:** A disability or health problem does **not** preclude full consideration for the job, and applications from people with disabilities are welcome.

Disability is defined as “any physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider that you have a medical condition or a disability?

Yes    No

If yes, please describe:

**Any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job:**

**Any reasonable adjustments that you feel should be made to the job itself which would enable you to carry out the job:**

### **Data Protection Act 1998**

If you submit an application for employment with Gordon Moody will process any personal information which you provide for recruitment purposes. We will not use it for any other purpose, and we will keep it securely, for a maximum period of 6 months and in accordance with our Privacy Notice. If you want to have your data removed before 6 months has expired, or have any other queries about how your data is held, please contact our HR Team.



Do you require a permit to work in the UK?    Yes    No

If yes, what sort of permit do you require?

### **PREVIOUS CONVICTIONS**

Have you been convicted of a criminal offence (other than “spent” convictions under the Rehabilitation of Offenders Act 1974 (amended)).

Yes    No

If yes, please give details.

If your application is in respect of a position, which involves the supervision of, or is otherwise connected with occupations that are exempt from the Rehabilitation of Offenders Act 1974 (amended) you are required to declare any convictions for criminal offences. You may provide details here or submit them on a separate sheet in a sealed envelope, marked “Confidential”.

Disclosure of convictions may not necessarily be a bar to a successful application.



## PART TWO

The information in Part TWO is the only information we will use in deciding whether or not you will be offered an interview. We will not be able to take into account any previous applications or prior knowledge of you. We ask you not to put your name on any of the sections in Part Two.

Post applied for:

### EDUCATION, TRAINING AND QUALIFICATIONS

Please give details of qualifications gained at secondary School, College, University. Please include details of any other training or courses attended professional and vocational qualifications that are relevant to the post. Please list the most recent first.

*Please note that we do **not** require the names of schools attended.*

Date and Duration	Title of Course	Qualifications and/or Skills gained

### MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Membership Grade
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<p><b>REFERENCES:</b> Please give details of people who can provide references. Your references must cover the immediate 3 years of employment, if applicable. The referees will be approached <u>only</u> if the post is offered to you.</p>			
<b>Name:</b>			
<b>Address:</b>			
<b>Tel No: Email:</b>			
<b>Relationship to you:</b>			

<b>PRESENT EMPLOYMENT</b>		
<b>Name, address &amp; telephone number of employer</b>	<b>Position held</b>	<b>Dates (From – to)</b>
<b>Brief details of major duties and responsibilities:</b>		
<b>Notice Required:</b>		
<b>PREVIOUS EMPLOYMENT (most recent first)</b>		
<b>Employer and Job Title</b>	<b>Main Responsibilities</b>	<b>Dates (From – to)</b>



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### **IMPORTANT INFORMATION IN SUPPORT OF YOUR APPLICATION:**

These instructions are provided to help you maximise your chances of being short-listed for interview.

Before completing this section, please read the job description and employee specification carefully. The criteria in the employee specification form a numbered checklist which will be used to shortlist applicants for interview. Some criteria will be assessed through interview or through a test.

#### ***IMPORTANT:***

- ***You must use each relevant criterion as a numbered heading and underneath each one, demonstrate how you meet the requirement by giving relevant details and examples of your skills, experience and knowledge gained in employment, voluntary work or elsewhere.***
- ***Please do not send us a CV or provide a history of your previous work experience without addressing the specific criteria as outlined above, as these will not be accepted.***
- ***Use additional sheets if necessary, maximum word count is 1000 words.***
- ***Please do not write your name on any additional sheets.***

It is important that you can demonstrate and give examples of your commitment to Equal Opportunities and anti-discriminatory practice.

How would your commitment to Equal Opportunities and anti-discriminatory practice be translated into the work that you would have to do in the post? Or how did you demonstrate your commitment to Equal Opportunities and anti-discriminatory practice in your previous experience?



A large, empty rectangular box with a thin black border, intended for the applicant to provide supporting information or a cover letter.

**Please return this form to [jobapplication@gordonmoody.org.uk](mailto:jobapplication@gordonmoody.org.uk)**

**DECLARATION**

The facts contained in this application form and the supporting information are, to the best of my knowledge, true and complete. I understand that if it is subsequently found that any statement is false or misleading, or that I have withheld information, my application may be disqualified or if I have already been appointed, I may be dismissed.





**Signed:**

**Date:**