



**EAST MIDLANDS
RESERVE FORCES AND CADETS ASSOCIATION**

East Midlands Reserve Forces and Cadets Association
 Army Reserve Centre Triumph Road,
 Nottingham NG7 2GG
 T: 0115 924 8614 Mil: 94451-5614
 E: em-offman@rfca.mod.uk W: www.eastmidlandsrfca.co.uk

**VACANCY APPLIED FOR: PART-TIME ADMINISTRATION OFFICER
 EMPLOYER ENGAGEMENT [MATERNITY COVER]**

PART 1 – Personal Details

Surname (in BLOCK CAPITALS)	Maiden Name (if applicable)	Forename(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Place of Birth	Nationality (present)	Former (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Permanent Address

<input type="text"/>
<input type="text"/>
Postcode
<input type="text"/>

Telephone Number (Home)	Telephone Number (Mobile)	Email Address	Length of residence at address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 2 – Health

Please give details of any serious illness, minor operations or disability *

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

If registered under the Disabled Persons (Employment) Act

Registration No.	From	To	Nature of Disability
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* This information is required to allow EM RFCA to ascertain whether you need help to take part in a selection test or interview.

PART 6 – Other Details

Other details which the applicant may desire to give.

PART 7 – Convictions

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

YES

NO

If yes please give details here.

PART 8 – Referee

Please give the names and addresses of two referees who should be responsible people you know well. The referee may be your employer, a responsible householder, a headmaster or headmistress, an officer of the regular or reserve forces, a civil servant (active or retired), a doctor, minister of religion or a magistrate or any other person of similar status. The referee must not be a relative.

First Referee

Second Referee

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone Number	<input type="text"/>	Telephone Number	<input type="text"/>

Status	<input type="text"/>	Status	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

I give/do not give permission to take up my references prior to an offer of employment being made.

(delete clearly as appropriate)

I give/do not give permission to take up my references prior to an offer of employment being made.

(delete clearly as appropriate)

Part 9 - Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner.

PART 10 – Declaration

I declare that the information I have given is true and complete to the best of my knowledge. I understand that any false statement or omission in the information I have given may disqualify me for employment or make me liable for disciplinary action which may include dismissal.

Your Signature

Date

Day	Month	Year
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On completion, please return this form and a copy of your CV to:

Head of Support Services
 East Midlands Reserve Forces' and Cadets' Association
 Army Reserve Centre
 Triumph Road
 NOTTINGHAM
 NG7 2GG

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

The Reserve Forces and Cadets Association recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White:	<input type="checkbox"/>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other white background*
Mixed:	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other mixed background*
Black or Black British:	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other black background*
Asian or Asian British:	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Any other Asian background*
Chinese or Other Ethnic Group:	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other Ethnic Group*		

*Please specify:

Gender: Please specify:

Date of Birth:

Do you consider yourself to have a disability? Yes No

If Yes, please state nature of disability

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual Orientation

How did you become aware of this vacancy?

Media

Date:

Reference:

Please continue on a separate sheet if necessary