

**ASHIANA**  
**APPLICATION FOR EMPLOYMENT**  
**CONFIDENTIAL**



Please return this form to  
[info@ashianasheffield.org](mailto:info@ashianasheffield.org)

**Guidance notes can be found at the end of the document – please read before completing the application form.**

<b>JOB TITLE:</b>	ENTER JOB TITLE
<b>CLOSING DATE:</b>	ENTER CLOSING DATE

Surname/Family Name	First Name	Date of Birth <b>if under 18 years</b>
Address		Daytime Telephone Number
Email Address		

**EMPLOYMENT** - Details of present or last employment

Employer and Address	Job Held and Brief Details	From	To	Wage / Salary Grade
Length of notice required or date when you could start				

**EMPLOYMENT** - Please give details of previous jobs

Employer	Job Held and Brief Details	From	To

**SKILLS/QUALIFICATIONS/TRAINING** - Please give details of any qualifications obtained and training courses undertaken **which are relevant to the job** together with dates.

Qualifications/Training	From	To
If the job involves driving, please state groups of vehicles licensed to drive.		

**ADDITIONAL INFORMATION**

Do you consider yourself to be disabled?	YES / NO
If the post you are applying for is full time Would you like to Job Share partner?	YES / NO
Do you have a possible job share partner? If YES, please give name	
Please give any dates when you are not available for interviews	

**REFERENCES** - Please give the names and addresses of two people to whom we may write for references. Please ensure that one of your referees is your most recent employer and that your references cover the last 3 years.

	Referee One	Referee Two
Name		
Address		
Email		
Telephone		
Can the referee be contacted at this stage?	Yes / No	Yes / No
In what capacity is this referee known?		

**DECLARATION**

The information on this form is true and correct and may be used as part of my contract of employment.			
Signature:		Date:	

Please state why you think you are suitable for this job. Enclose additional sheets if necessary.

## Guidance Notes for Applicants

Ashiana's job application pack includes an Application Form, Job Description, Person Specification and Equal Opportunities Monitoring Form.

The Job Description provides information about the post, including the duties and responsibilities and basic terms and conditions.

The Person Specification details both the **essential** skills, knowledge and experience a person must have to be able to do the job from day one; and the **desirable** criteria which would be useful for the post.

**The Person Specification is very important in the application process.** An applicant must meet all the essential requirements on the Person Specification to be shortlisted for interview. The desirable criteria do not have to be met to be shortlisted – they are additional skills, knowledge and experience which would be useful for the post. If you can demonstrate in the application that you also meet the desirable criteria, please do so.

**In order to be shortlisted for any job within Ashiana, applicants should provide additional supporting evidence on how they meet the personal specification criteria. Information given only in the application form itself will not provide the selection panel with sufficient information on which to judge an application.**

Please follow these guidelines when applying:

- **The application should show how you meet each item on the Person Specification.** Please give clear, concise examples illustrating how you meet the criteria. These can include relevant examples from outside the workplace.
- Please fill in all sections of the application form and do not leave blank boxes.
- Continuation sheets can be attached (in moderation) if needed.
- When giving information in support of your application please do not exceed 2 sides of A4.
- Application forms will need to be photocopied - please use black pen or type. Forms are disregarded if handwriting is illegible.
- Forms can be reproduced on a computer but all questions must be exactly as the original.
- The panel will not read CVs (Curriculum Vitae) or any other additional information.
- All candidates who are successful at interview would be conditionally offered a job, subject to our receipt of satisfactory references, CRB check and legal eligibility status to work in Britain checks. **These checks do not form part of the selection process, and are only applicable to the successful candidate.**

### What happens next?

- Your completed application form will be used to decide whether or not you are selected for an interview. If you are shortlisted, you will hear within 15 days of the closing date.
- The interview panel is normally made up of 3 people who will ask pre-determined questions based on the person specification. The questions are intended to allow you to expand on your application and to show the panel how well you meet the requirements of the post. You will have the opportunity to ask questions about the job, conditions of service or anything else about the organisation. The panel has to keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable.

### Complaints

If you feel you have been treated unfairly, please write to us and we will investigate.

We are trying very hard to ensure that every stage in our recruitment process is fair and properly thought out.

We have a duty to ensure that everyone is treated without discrimination. We hope that you have been treated

fairly and helpful even if you are not appointed. If you wish to discuss why you have been unsuccessful, please contact the relevant manager who will be pleased to talk to you.

An Equal Opportunities Monitoring Form is also included in the application pack. This should be returned at the same time as your application. It will be separated from the application and will not be seen by anyone involved in the recruitment panel.

Finally, please ensure the job title is shown on the application form, as we are often dealing with more than one post.