



# Bournemouth Council for Voluntary Service

Boscombe Link, 3-5 Palmerston Rd, Bournemouth, BH1 4HN  
Tel & Fax: 01202 466130

Registered Charity No: 1081381  
Company No: 4024662

THIS PAGE WILL BE DETACHED BEFORE SHORTLISTING TAKES PLACE  
**PLEASE COMPLETE IN BLACK INK OR TYPESCRIPT**

Post applied for:	Candidate No:
How did you learn of this vacancy?	Closing date:

<b>PERSONAL DETAILS</b>	
Surname:	Previous name:
Forenames:	Title
Address:	Date of Birth:
	Home Telephone No:
	Mobile Telephone No:
Postcode:	Work telephone no:

<b>REFERENCES</b> (one of whom should be your current or most recent employer)	
Name:	Name:
Position:	Position:
Address:	Address:
Telephone No:	Telephone No:
Personal / Employer referee*	Personal / employer referee*
Can we contact this person prior to interview? YES / NO	Can we contact this person prior to interview? YES / NO

\* Delete where applicable

## **SUPPORTING THE THIRD SECTOR**

Community Development : Resources : Information : Training  
Volunteering : Bournemouth Community Transport

# EQUAL OPPORTUNITY MONITORING SHEET

*THIS INFORMATION IS DETACHED BEFORE SHORTLISTING TAKES PLACE*

Do you consider yourself to be disabled under the Disability Discrimination Act i.e. having a disability which 'has a substantial and long-term adverse effect' on your ability to carry out normal day to day activities? (This information is needed so that all disabled applicants who meet the minimum criteria for this position are offered an interview.)

YES / NO \*

**What is your country of birth?**

<input type="checkbox"/> England	<input type="checkbox"/> Wales	<input type="checkbox"/> Northern Ireland
<input type="checkbox"/> Republic of Ireland	<input type="checkbox"/> Scotland	<input type="checkbox"/> Elsewhere

**What is your ethnic group?**

<b>A White</b>	<b>B Black or Black British</b>
<input type="checkbox"/> British	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> African
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Any other Black background
<b>C Asian or Asian British</b>	<b>D Mixed</b>
<input type="checkbox"/> Indian	<input type="checkbox"/> White and Black Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> White and Black African
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> White and Asian
<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Any other mixed background
<b>E Chinese or other ethnic group</b>	
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Any other	

**DECLARATION**

Have you ever received a criminal conviction? YES / NO\*

I agree to have a police record check. YES / NO\*

This post is exempt from the provisions of the Rehabilitation of Offenders Act. If you have received any convictions in the criminal court, please enclose details in a separate envelope marked 'for the attention of the interview panel'. It will be destroyed unless you are shortlisted for interview.

I hereby certify that the information supplied on this form is to the best of my knowledge true and accurate, and I understand that deliberate falsification or withholding of information could invalidate my application.

Signed

.....Date.....

...

\* delete where applicable

Candidate No:

Bournemouth Council for Voluntary Service

**EDUCATION AND TRAINING**

**EDUCATION:**

Establishment	From	To	Qualifications Gained	Date

**MEMBERSHIP ORGANISATIONS OR PROFESSIONAL BODIES**

**ADDITIONAL TRAINING** – Details of anything not covered above

Do you hold a clean current driving licence?	Yes / No*
Do you have a car available?	Yes / No*

**EMPLOYMENT HISTORY**  
(Starting with the most recent)

Post Held	Name & Nature of Organisation	Duties	Dates	Salary	Reason for Leaving

How many times have you been absent from work due to ill health or injury during the past two years?  
Please give details:

Candidate No:

**ADDITIONAL INFORMATION**

Please state your reasons for applying for this particular post and show how your skills and experience relate to the job description and person specification (Please continue on a separate sheet if necessary).