**CONFIDENTIAL**

When applying for a job with Burnley, Pendle and Rossendale Council for Voluntary Service, selection for interview is based solely on the information contained on this application form and any supplementary sheets. ***Do not attach a C.V. with your application as it will not be considered.***

POST APPLIED FOR: Group Support & Trainer

**Please return this completed form to:** Recruitment

BPRCVS

The CVS Centre

62-64 Yorkshire Street

Burnley

BB11 3BT

**Or email the completed form to**: [jobs@bprcvs.co.uk](mailto:jobs@bprcvs.co.uk)

**CLOSING DATE: Friday 31st October 2025 – 12 Noon**

*If you haven’t heard from us by Friday 7th November 2025, please assume that your application has been unsuccessful on this occasion*

Use Tab Key to move between sections or click in the field

1. **PERSONAL DETAILS**

**Full Name**

|  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | |
| **Address for Correspondence** | | | | | | | | |
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|  | | | | | | | | |
| **Telephone Numbers / Email Address** | | | | | | | | |
| Home: |  | | | | | | | |
| Mobile: |  | | | | | | | |
| Work: |  | | | | | | | |
| Email: |  | | | | | | | |
|  | | | | | | | | |
| **Where did you see this post advertised?** | | | | | | | | |
|  | | | | | | | | |
| ***Any identifying/personal details will be removed prior to short listing*** | | | | | | | | |
|  | | | | | | | | |
| 1. **PRESENT or MOST RECENT POST (Paid or Unpaid)** | | | | | | | | |
| **Name and Address of Current (or most recent) Employer:** | | | | | | | | |
|  | | | | | | | | |
| **Position:** | |  | | | | | | |
| **Date of appointment:** | | | |  | | | | |
| **Grade:** | |  | | | | | **Salary:** |  |
| **Notice Required:** | | |  | | | | | |
| **Description of Duties:** | | | | |  | | | |
|  | | | | | | | | |
| **Date of leaving (if applicable):** | | | | | |  | | |
| **Reason for Leaving:** | | | | | | | | |
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|  | | |
| 1. **EDUCATION – Please start with most recent** | | |
| **School / College / University** | | **From/To** |
|  | | |
|  | | |
| 1. **QUALIFICATIONS:** | | |
|  |  | |
|  | | |
| 1. **TRAINING – Please tell us about any training you have undertaken that may be relevant to this post:** | | |
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| 1. **PAST EMPLOYMENT – Please start with most recent** | |
| 1) **Position:** |  |
| **From / To:** |  |
| **Employer:** |  |
| **Job Description:** | |
|  | |
| 2) **Position:** |  |
| **From / To:** |  |
| **Employer:** |  |
| **Job Description:** | |
|  | |
| 3) **Position:** |  |
| **From / To:** |  |
| **Employer:** |  |
| **Job Description:** | |
|  | |
| 4). **Continue in this section if required:** | |
|  | |

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|  |
| 1. **Please state why you are seeking this post, how you satisfy the person specification, what personal skills and experiences you think you can offer to meet the job description, and why this post interests you:** |
|  |

Continue on a separate sheet if required

|  |  |  |  |  |
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|  | | | | |
| 1. **TRANSPORT:** | | | | |
| **Do you have a full clean driving licence (Yes / No):** | | |  | |
| **Do you have the use of transport (Yes/No):** | | |  | |
| 1. **LOCALITY – Please tick your preferred locality:** | | | | |
| **Burnley** | | |  | |
| **Pendle** | | |  | |
| **Rossendale** | | |  | |
|  | | | | |
| 1. **REFERENCES – Please provide the name and addresses of two referees, including your present or most recent employer:** | | | | |
| 1) **Name and Address :** |  | | | |
|  | | | | |
| **Email:** | | | | |
| **In what capacity do they know you:** | |  | | |
| **Can we approach this person without your permission (Yes / No):** | | | |  |
| 2) **Name and Address :** |  | | | |
|  | | | | |
| **Email:** | | | | |
| **In what capacity do they know you:** | |  | | |
| **Can we approach this person without your permission (Yes / No):** | | | |  |
|  | | | | |
| 1. **DISABILITY:** | | | | |
| **Do you have a disability (Yes / No):** | | |  | |
| **If yes please give a brief description:** | | | | |
|  | | | | |
| **As a disability employer, this information is needed so that all disabled applicants that meet all the minimum (essential) criteria for this post are offered an interview. This question is separate from the equal opportunities monitoring format the end of this application.** | | | | |

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| 1. **DECLARATION:** |
| I confirm that the information I have given on this form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  I agree that Burnley, Pendle and Rossendale Council for Voluntary Service reserves the right to require me to undergo a medical screening. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.  Due to the sensitive nature of the duties the post holder will be expected to undertake, I also understand that I must declare any and all details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. |
| Signature:  Date: |

A black background with purple and green squares

AI-generated content may be incorrect.

#### **The information disclosed on this form will not be kept with your application form during the application process**

#### **REHABILITATION OF OFFENDERS ACT 1974**

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

* All unspent cautions and convictions cautions
* All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to the Disclosure and Barring Service (DBS) guidance or Ministry of Justice (MOJ) guidance (see, in particular, the section titled ‘Exceptions Order’).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the caution or conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether the applicant’s circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent cautions and convictions; and also, any adult cautions and spent convictions that are not protected - regardless of whether they’re convicted in the UK or abroad; and/or relevant service discipline convictions received within the Service Justice System (e.g., through Summary Hearing or Court Martial) - could result in disciplinary proceedings or dismissal.

|  |  |
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| Details: |  |
|  | |

OFFICE USE ONLY

POST TITLE: GROUP SUPPORT & TRAINER AF REF NO

#### **EQUAL OPPORTUNITIES MONITORING FORM**

Burnley Pendle & Rossendale CVS wants to ensure that we receive applications from as wide a cross section of the community as possible. Monitoring our performance on ensuring equal opportunities is important in achieving this aim and serving all our members and clients.

The purpose of this form is to help us monitor how well we are doing in attracting candidates from as wide a range of backgrounds as possible and to help ensure that we comply with current and future UK and European legislation on discrimination on the grounds of gender, ethnicity, nationality, age and sexual orientation.

You may regard some of the questions as personal and may not wish to answer. Not completing any particular questions or returning this form will not affect you being considered for the relevant post.

Please note that this form will not be seen by those undertaking the selection for the post on offer. Non-specific (i.e. not by name) information will be used for statistical analysis.

We will be grateful if you would provide the information asked for and then return this form along with your application form.

## All information will be treated in the strictest confidence and will be separated from your application form.

|  |  |
| --- | --- |
| Surname / Family Name: | First Name: |
|  |  |
|  | |
| Post applied for: | |
|  | |
|  | |
| Where did you see this post advertised: | |
|  | |
|  | |
| Gender (Male/Female): | Age: |
|  |  |
|  | |
| Nationality: | |
|  | |

Continued on Next Page

Your Ethnic origin

#### The classification below is that currently recommended by the Commission for Racial Equality and is used by a wide variety of public, private and voluntary bodies.

**Please enter yes in appropriate boxes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White: | | | | | |
| British |  | Irish |  | Any other White background |  |
|  | | | | | |
| Mixed: | | | | | |
| White & Black Caribbean | | |  | White & Black African |  |
| White & Asian | | |  | Any other mixed background |  |
|  | | | | | |
| Asian or Asian British: | | | | | |
| Indian | | |  | Pakistani |  |
| Bangladeshi | | |  | Any other Asian background |  |
|  | | | | | |
| Black or Black British: | | | | | |
| Caribbean |  | African |  | Any other Black background |  |
|  | | | | | |
| Other Ethnic Groups: | | | | | |
| Chinese | | |  | Any other ethnic group |  |

### Disability

We understand that many people do not declare their disability because of possible discrimination.

We wish to encourage applications from people with disabilities and need to see if our policies are being effective.

|  |  |  |  |
| --- | --- | --- | --- |
| Have a physical disability |  | Have special needs access |  |
| Have a visual impairment |  | Have a hearing impairment |  |
| Other (please specify) |  | | |
|  | | | |

### Sexual Orientation

We appreciate that this question is extremely personal and we reiterate that you are under no obligation to answer. However current codes of practice and forthcoming legislation seek to tackle such discrimination and we need to see if our policies are effective in attracting diverse people to work with us.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  | Gay |  |
| Bisexual |  | Transgender |  |  | |

**Thank you for taking the time to complete this form.**

If you have any comments on how we can improve this form we would be happy to receive them.