

Life Opportunities Trust Application Form



Creating valued lifestyles for people with learning disabilities

The completed form is to be sent to :

Human Resources, Life Opportunities Trust, Hempstead House,
1 Hempstead Road, Kings Langley, Hertfordshire, WD4 8BJ.

Personal Details

Position applied for:	<input type="text"/>		
Location:	<input type="text"/>		
Hours:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Bank <input type="checkbox"/>
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>
	Miss <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>
First Names:	<input type="text"/>		
Surname:	<input type="text"/>		
Previous Names:	<input type="text"/>		
Home Tel.:	<input type="text"/>		
Work Tel.:	<input type="text"/>		
Mobile:	<input type="text"/>		
Email:	<input type="text"/>		
Address: (including postcode)	<input type="text"/>		
May we contact you at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	National Insurance Number: <input type="text"/>
Do you hold a full driving licence valid for the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If 'Yes', how long have you held this licence?	<input type="text"/>		
Do you have any endorsements on your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is your licence: Manual <input type="checkbox"/>	Automatic <input type="checkbox"/>		
Please give details of any endorsements and dates:	<input type="text"/>		
After reading the job description do you consider yourself physically able to carry out the duties of the role?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you hold a current EU passport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, do you require a visa to Work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you require a visa are there any restrictions imposed by immigration authorities on the amount of hours you are able to work? If 'Yes' please give details:	<input type="text"/>		
Please give visa expiry date:	<input type="text"/>		

* Shortlisted candidates will be required to produce proof of identity and eligibility to work in the UK, where applicable.

How did you hear of this position?

Have you ever been employed by LOT before?

Yes No

Have you ever applied to LOT before?

Yes No

If 'Yes', please give details of position, location and dates:

Are you or your spouse/partner related (by marriage or birth) to anyone working for Life Opportunities Trust? If so, please give their name and state the relationship:

Education / Training Details

Secondary Education/Further or Higher Education History

Name, Address	Subject	Qualifications Obtained

Other Courses/Training Undertaken (Please continue on an additional sheet if necessary)

Where these are a condition of employment, original certificates/documents of qualifications will be required at interview stage.

Are you currently undertaking a course of study?

Yes No

If yes, please provide details:

Employment History

Please provide your employment history for the past 10 years whether paid, unpaid or voluntary, explaining any gaps in your employment, including periods of unemployment etc. Please continue on a separate sheet if necessary.

Current/Most Recent Employment Details

Contact Name:	<input type="text"/>	Address:	<input type="text"/>	
Contact's Job Title:	<input type="text"/>	(including Postcode)		
Company Name:	<input type="text"/>			
Telephone:	<input type="text"/>	Dates of employment:	From <input type="text"/>	To <input type="text"/>
Position held:	<input type="text"/>			
Description of Duties:	<input type="text"/>			
Reason for leaving:	<input type="text"/>	Salary	<input type="text"/>	Notice period <input type="text"/>
Number of days absent due to sickness in the past 12 months:	<input type="text"/>			

Previous Employment Details

Contact Name:	<input type="text"/>	Address:	<input type="text"/>	
Contact's Job Title:	<input type="text"/>	(including Postcode)		
Company Name:	<input type="text"/>			
Telephone:	<input type="text"/>	Dates of employment:	From <input type="text"/>	To <input type="text"/>
Position held:	<input type="text"/>			
Description of Duties:	<input type="text"/>			
Reason for leaving:	<input type="text"/>			

Contact Name:	<input type="text"/>	Address:	<input type="text"/>	
Contact's Job Title:	<input type="text"/>	(including Postcode)		
Company Name:	<input type="text"/>			
Telephone:	<input type="text"/>	Dates of employment:	From <input type="text"/>	To <input type="text"/>
Position held:	<input type="text"/>			
Description of Duties:	<input type="text"/>			
Reason for leaving:	<input type="text"/>			

References will be requested from at least two of your employers and/or education contacts only if your application is successful. LOT will not request references without prior consent.

Additional Information

Please give your reasons for applying for this post. (Please continue on a separate sheet if necessary).

Please indicate how you consider your previous experience is relevant to this post. Please use the job description and person specification as a guide. (Please continue on a separate sheet if necessary).

APPLICATIONS THAT ARE NOT FULLY COMPLETED MAY NOT BE CONSIDERED.
DO NOT ENCLOSE YOUR CV INSTEAD OF COMPLETING THE APPLICATION FORM HOWEVER YOU MAY
ENCLOSE SHEETS FOR ADDITIONAL INFORMATION.

**NOTE: Any personal data entered on this form may be held on computer files and is therefore
subject to the Data Protection Act 1998.**

I certify to the best of my knowledge that the information provided and the statements made in this application are factually correct. I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

Signed:.....

Date:.....