

# Life Opportunities Trust

## Application Form



The Completed form is to be sent to:  
Human Resources, Life Opportunities Trust, 96 The Crescent  
Office Suit, Abbots Langley, Hertfordshire, WD5 0DS

### Personal Details

Position applied for:

Location:

Hours: Full Time  Part Time  Bank

Title: Mr  Mrs  Ms  Miss  Other

First Name(s):

Surname:

Previous Names:

Home Tel:

Work Tel:

Mobile:

Email:

Address:

May we contact you at work? Yes  No  NI Number:

Do you hold a full driving licence valid for the UK? Yes  No

If 'yes', how long have you held this licence?

Do you have any endorsements on your licence? Yes  No

Please provide details of any endorsements and dates:

Is your licence: Manual  Automatic

Do you hold a current EU Passport? Yes  No

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If no, do you require a visa to work in the UK?      Yes  No

If you require a visa, are there any restrictions imposed by immigration authorities on the amount of yours you are able to work?  
If 'Yes', please give details below:

Please provide visa expiry date:

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

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How did you hear about this position?

Have you ever been employed by LOT before?      Yes       No

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

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

## Education & Training Details

Secondary Education / Further or Higher Education History		
Name, Address	Subject	Qualification(s) Earned



Other Courses / Training Undertaken:

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

Contract Name:	<input style="width: 95%;" type="text"/>
Contact's Job Title:	<input style="width: 95%;" type="text"/>
Company Name:	<input style="width: 95%;" type="text"/>
Telephone:	<input style="width: 95%;" type="text"/>
Email Address:	<input style="width: 95%;" type="text"/>
Position Held:	<input style="width: 95%;" type="text"/>
Reason for leaving:	<input style="width: 95%;" type="text"/>
Description of Duties:	<input style="width: 95%; height: 40px;" type="text"/>

Dates of Employment:            From:             To:

Number of days absent due to sickness in the past 12 months:



**Previous Employment Details:**

Contract Name:

Contact's Job Title:

Company Name:

Telephone:

Email Address:

Position Held:

Reason for leaving:

Description of Duties:

Dates of Employment: From:  To:

Contract Name:

Contact's Job Title:

Company Name:

Telephone:

Email Address:

Position Held:

Reason for leaving:

Description of Duties:

Dates of Employment: From:  To:

Contract Name:

Contact's Job Title:

Company Name:

Telephone:

Email Address:

Position Held:

Reason for leaving:

Description of Duties:

Dates of Employment: From:  To:



\*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 provide your reasons for applying for this post on the following page:

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.**

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Under the Data Protection Act 1998, you are entitled to know what information we hold about you and why we hold that information.

We will use the information you have provided on this form and any information we obtain from third parties (such as your nominated referees) as part of the process of assessing whether you are suitable for the job you have applied for. We will not use this information for any other purpose.

If we do offer you're the position, we will give you more detail about the information we hold and how we will use it.

If we do not offer you the position, we will keep your personal information on file for a further six months in case any other vacancies you might want to apply for become available. Please let us know if you would prefer us not to do this.

By answering the questions on this form, you are agreeing to our holding your personal information for the purposes explained above.

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:** \_\_\_\_\_

Thank you for taking the time to complete this application. Due to the volume of applications we receive, we are unable to respond to all applicants. If you have not heard from us within two weeks, we will not be progressing your application any further at this stage.

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