



## APPLICATION FOR EMPLOYMENT FORM

Justice First Limited  
133 Norton Road  
Stockton on Tees  
TS18 2BG

### Application for Employment

Justice First <http://justicefirst.org.uk/> are committed to treating job applicants and employees fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process, both for reasons of natural justice and fair treatment and to ensure that the most suitable employees are appointed in order to maximise the Charity's efficiency. We aim to embrace diversity in all that we do and we recognise the worth of each individual's experience, expertise and opinion, and we hold respect for one another at the heart of our organisation.

Thank you for your interest. This Application Form should be completed in full using **BLACK INK**. Applicants will be assessed only on the information provided in the Application Form. Failure to fully complete the Application Form may cause your application to be rejected.

Job applied for: \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

Are you related to an employee of Justice First, (Please give details?)

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### Personal Details

Surname:	Forenames:
Address:	Home Number:
Email Address:	Mobile Number:
	Work Number:
	National Insurance No.:
Do you hold a current UK drivers' licence? Y/N	Do you have your own transport? Y/N
Please note the location of the Justice First Office is in Stockton on Tees. If applicable, are you willing and able to relocate or commute?	<b>Y / N</b>
There is potential for incorporating some hybrid working arrangements. These arrangements will be mutually agreed upon before the commencement of employment, with careful consideration of both the organisation's needs and the importance of serving its stakeholders.	Please tick to indicate you have read and understood this statement.

### Current Employment Details

Name of current/most recent Employer:	Address:  Telephone no:
Current post:	Brief Description of Duties:
Current Pay:	Period of Notice required by current employer:

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**Education**

General Education	Level	Grade
Further Education/Professional Qualifications	Qualification	Grade/Class

**Employment History**

Name and address of employer (Most recent first)	Positions	Key Achievements	Reason for leaving

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### **Disability**

We are using the word “disability” to include people with obvious disabilities and those with invisible disabilities or persistent health problems. The Disability Discrimination Act 1995 defines a disability as:

*“a physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living”*

Have you a disability which requires the provision of specific facilities at interview or for work?

If so, is there anything we could do to assist you? Please give details:

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### **Personal Development**

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable

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**Supporting Statement**

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. Also state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification Use additional sheets if necessary.

**Experience and knowledge**

**Skills and abilities**

## References

Please give names and address of two referees, one of whom should be your current or most recent employer.

<i>Reference 1</i>	<i>Reference 2</i>
Employer	Personal
Name:	Name:
Job Title:	Relationship:
Company:	Company:
Address:	Address:
Telephone No:	Telephone No:
E-mail:	E-Mail:

Should referees be approached prior to interview? No

## Sickness and Absence

Please state the number of absences, due to sickness, over the past 12 month

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signature of applicant:

Date:

Please return your application by e-mail to: [lucie@justicefirst.org.uk](mailto:lucie@justicefirst.org.uk) or in hard copy form via post to:

Lucie Fleming  
Justice First  
133 Norton Road  
Stockton-on-Tees  
TS18 2BG

We ask that completed applications are returned no later than 5.00p.m. on Monday 31<sup>st</sup> July 2023.