



Hackney Play Association  
Homerton Grove Adventure Playground  
Wardle Street  
London  
E9 6BX

020 8525 7932  
[www.hackneyplay.org](http://www.hackneyplay.org)

## APPLICATION FORM

You should attempt to answer all relevant questions as fully as possible using black ink/biro or typescript. Applications can be submitted by email with a typed signature as a declaration. Curriculum Vitae will not be accepted as part of, or instead of, this form.

Please send completed applications to: Kay O'Brien at the above address or by email to [Kay@hackneyplay.org](mailto:Kay@hackneyplay.org).

## Application for Post of Trustee

### 1. Personal details

Name

Address:

Postcode:

Telephone Day:

Mobile:

Email address:

### 2. Education and Training

It is not necessary to list every GCSE/A level just how many is sufficient, but you may want to highlight any which are particularly relevant. Professional qualifications and training continues on the next page.

a) Education:	Subject	Dates	Level/Qualification

<b>b) Professional qualification:</b> Title	Dates	Level/Qualification
<b>c) Training:</b> Subject and Provider	Dates	Level
<i>List any training you have received or are currently undertaking which you feel is relevant to the post.</i>		

### 3. Employment history, including voluntary work.

Please put your current or most recent employment first

Employer's Name, Address	Job Title & Main Responsibilities	Dates (From – To)

#### **4. Skills and General Information**

Give specific information in support of your application. (Please restrict your response to the equivalent of 1 side of A4)

## 6. References

### **FIRST REFERENCE** (preferably most recent employer)

Name:

Address:

Email:

Tel:

Job Title:

Capacity in which you know this person:

### **SECOND REFERENCE**

Name:

Address:

Email:

Tel:

Job Title:

Capacity in which you know this person:

The Disability Discrimination Act describes a disability as 'a physical or mental impairment which has a substantial and long-term effect upon a person's ability to carry out normal day-to-day activities.

Please indicate here whether you have a disability, according to the above definition, which is relevant to your application.

Yes  No

Can you provide evidence of eligibility to work within the UK under the requirements of s8 of the Asylum and Immigration Act 1996 (such as a P45, P60, pay slip, or Nat. Insurance Card)?

Yes  No

Please note that in the event of being offered the post, you will be requested to provide such evidence.

**DISCLOSURE OF SPENT CONVICTIONS and CRIMINAL CONVICTION DECLARATION**

All applicants are required to answer questions outlined on the last 2 pages of this application form.

I declare that the information contained in this form is true and accurate. I understand if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name \_\_\_\_\_

# Recruitment Monitoring Form

## Guidelines for the Completion of the Recruitment Monitoring Form

As Hackney Play Association is striving to ensure equality of opportunity in its employment policies, we monitor our recruitment practices. We must stress that any information you give will be strictly confidential to the Director and members of the Management Committee. You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we should hope to have a 100% response. Thank you for your time and co-operation in completing our form.

<b>1. POST APPLIED FOR</b> (Please put full title of post)				
<b>2. ETHNIC ORIGIN</b> I would describe my ethnic origin as (please circle):				
White	Mixed	Asian or Asian British	Black or Black British	Chinese or Other Group
British	White and Black	Indian	Caribbean	Chinese
Irish	Caribbean	Pakistani	African	Other Background
Other	White and Black African	Bangladeshi	Other Black Background	
	White and Other Mixed Background	Other Asian Background		
<b>3. GENDER</b> I am (please circle):      Male    Female				
<b>4. DISABILITY</b>  The Disability Discrimination Act describes a disability as 'a physical or mental impairment which has a substantial and long-term effect upon a person's ability to carry out normal day-to-day activities'. Using this definition:  a) I would/ would not consider myself to have a disability (please delete) b) I would require/would not require any special adaptations/ equipment to take up employment (please specify):				
<b>5. AGE</b>  Age: _____ Date of birth: _____				
<b>6. MEDIA RESPONSE</b> Where did you see this post advertised?				

## DISCLOSURE OF SPENT CONVICTIONS

“Because of the nature of this post, the rules relating to spent convictions under the provision of section 4(2) of the Rehabilitation of Offenders Act 1974, (Exemptions) Order 1986 do not apply. Applicants are therefore not entitled to withhold information about convictions and cautions which for other purposes are ‘spent’ under the provision of the Act.”

**All applicants must answer the following question.** You should provide details about all pending prosecutions, convictions, cautions and bind overs (including those that took place whilst a juvenile) and the information should include the date and the details of the Court or Police Service that dealt with the offence. If you have any doubt at all about what to include on this form, please seek advice from us. Therefore you **MUST** answer the following question:

**DO YOU HAVE A PROSECUTION PENDING OR HAVE YOU EVER BEEN CONVICTED AT A COURT OR CAUTIONED BY THE POLICE FOR ANY OFFENCE?** (Please circle)

<b>YES</b>	<b>NO</b>
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If you answer **YES**, please give details of all convictions on the Declaration form on the next page. A previous conviction will not automatically disqualify you from the recruitment procedure, but you may be asked to discuss it.

### DECLARATION

I understand that, if it is found that I have withheld information or included any false or misleading information in the above, I will be disqualified from appointment or, if already appointed, this will render me liable to dismissal without notice. I understand that Hackney Play Association will keep the information securely and according to regulation.

Signed:	Date:
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## CRIMINAL CONVICTION DECLARATION

Please complete and return this form only if you have answered 'YES' to the question relating to criminal convictions in Part 1 of the job application form.

The recruitment for this post is therefore exempt from the terms of the Rehabilitations of Offenders Act 1974 (Exceptions) (Amendments) Orders 1988. This means you must make full disclosure of all convictions, cautions and bind overs whether 'spent' or not. You are therefore required to complete this form and we may ask questions about your record.

People with criminal convictions are not automatically excluded from the applying for this post. Before we could accept you it is essential that we know what any convictions or other legal disposal was for.

Failure to make full disclosure would disqualify you from this post and would be grounds for instant dismissal if it came to light after appointment.

The information you give will be treated with the utmost confidence.

I declare that the information I give below on my criminal record is complete to the best of my knowledge and belief.

<b>FULL NAME:</b>	
<b>SIGNED:</b>	
<b>DATE:</b>	

<b>Conviction/Caution/Bind over for:</b>	<b>Date of conviction:</b>	<b>Sentence / Disposal</b>

Please return your completed form as soon as possible to the HPA office address at the top of the form for the attention of Kay O'Brien or email to [Kay@hackneyplay.org](mailto:Kay@hackneyplay.org).