



FOR OFFICE USE ONLY

Date.....  
Rec'd.....  
Date Act'd.....  
Date of Interview.....  
Short listed.....

Maternal Matters PLC  
Post to Manchester Office:  
229A Monton Road  
Manchester  
M30 9PS

Tel: 0161 707 0088  
Email: [info@maternal-matters.org.uk](mailto:info@maternal-matters.org.uk)  
[www.maternal-matters.org.uk](http://www.maternal-matters.org.uk)

PLEASE COMPLETE IN BLOCK CAPITALS USING BLUE OR BLACK INK

Position Applied For: \_\_\_\_\_

**1) Personal Details**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Numbers Home: \_\_\_\_\_ Other: \_\_\_\_\_

Have you a full current driving licence? YES / NO If Yes, date passed: \_\_\_\_\_

**2) Eligibility to Work**

I confirm that I entitled to work in the UK and can produce documentation to verify this Yes/No

**3) Safeguarding Children**

Have you ever been disqualified from working with children? YES / NO

Has your conduct in relation to children ever been a cause for concern or investigation?

YES / NO If yes to either question please provide details

\_\_\_\_\_



---

---

---

---

#### 4) Disability Discrimination

Do you have any disability, which may require special arrangements to enable you to participate in the interview process? YES / NO

If yes, please specify:

---

---

---

We are committed to providing equal opportunities and are mindful of our obligations under the Disability Discrimination Act.

Applicants with a disability that meet all the essential criteria on the Person Specification will be invited to an interview.

Please indicate if you are a disabled person and are applying on that basis: Yes / No

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

Date: \_\_\_\_\_

#### 5) Employment History

Please provide a full employment history since leaving education. Account for any gaps in your employment record.

Maternal Matters PLC reserves the right to contact any previous employer.

Name & Address of Present or most Recent Employer.	Nature of Business:
	Job Title:
	Present Salary:
Telephone No:	Date of Appointment:
Notice Required:	
Description of Duties:	

--

Name & Address of Previous Employer(s)	Job Title/Salary	Dates To/From	Reasoning for leaving

--	--	--	--

### 6) Education/Training/Qualifications

Types of Education, i.e. Secondary School/College/University. Please state actual establishment.	Year	Qualifications Gained (State Level)	Grades	Dates
Relevant non-qualification courses attended within the last five years				
Organising Body	Course Title	Dates:		
From	To			
Membership of Professional Bodies				
Body	Membership Status	Since		



--	--	--

### 7) References

One referee must be your present or most recent employer. Please note Maternal Matters will not accept references from partners or family members.

Assuming your application is successful you will be required to produce two written references including one from your last employer.

Professional	Professional
Name:	Name:
Position Held:	Position Held:
Organisation Name:	Organisation Name:
Address:	Address:
Tel No:	Tel No:

### 8) Previous Convictions

Please declare **ALL** convictions, cautions, reprimands or final warnings no matter what the offence or how long ago it occurred (all posts at Maternal Matters PLC are exempted from the Rehabilitation of Offenders Act 1974).

N.B. A conviction is not necessarily a bar to obtaining a position.

Maternal Matters exist to protect children & vulnerable adults therefore any offer of employment is subject to receiving an enhanced criminal records bureau check.

If yes, provide details:

--

**9) Media Analysis**

Please state where you learned of this vacancy \_\_\_\_\_

**10) Declaration**

I can confirm that all the information I have provided is accurate to my knowledge & has been completed in full. I understand that giving false information or deliberate omission may lead to disciplinary action, including dismissal if I should be successful in obtaining this appointment. I acknowledge that this information may form the basis of a computerised personnel system to which I will have access as determined by the Data Protection Act 1984.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**11) Interview Dates**

Please indicate dates you will not be available for interview: \_\_\_\_\_

**12) Experience / Supporting Information**

Please use the following space to describe how you feel your skills & experience meet the personal specification, why you are applying for this position & any other relevant information you feel may support your application. (continue on separate sheet if necessary)

**Equal Opportunities Monitoring Form**

Maternal Matters PLC is committed to equal opportunities. The aim of our policy is to ensure that all applicants are treated equally irrespective of race, colour, ethnic or national origin or religion, sex, sexuality, age, marital status, disability, or trade union membership.

We would be grateful if you would provide the information requested.

**This strictly confidential information is provided voluntarily. It will be used for statistical purposes only by Maternal Matters PLC and will not be used to match candidates' needs with those of the employer.**

Post applied for: \_\_\_\_\_

Surname: \_\_\_\_\_ Name(s): \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: Male / Female\* Marital Status: \_\_\_\_\_

Are you a disabled person? Yes / No\*

What is the nature of disability? \_\_\_\_\_

**Ethnic Origin** (Please place X in appropriate box)

White		<b>Black or Black British</b>	
British		<b>Caribbean</b>	
<b>Irish</b>		<b>African</b>	
<b>Any other White Background</b>		<b>Any other Black Background</b>	
<hr/>			
<b>Asian or Asian British</b>		<b>Chinese or other ethnic group</b>	
<b>Indian</b>		<b>Chinese</b>	
<b>Pakistani</b>		<b>Any other (see below)</b>	
<b>Bangladeshi</b>		<b>Please State</b>  _____	
<b>Any other Asian Background</b>			
<b>Mixed</b>			
<b>White and Black Caribbean</b>			
<b>White &amp; Black Asian</b>			
<b>White &amp; Asian</b>			
<b>Any other mixed Background</b>			

\* Delete as appropriate



**Thank you, for providing information about yourself which will help Maternal Matters PLC to promote equality of opportunity.**