



APPLICATION FORM

CONFIDENTIAL

Before completing this application form, please ensure that you have read the notes and job specification thoroughly. If you are completing an electronic copy, please return to kieran@manchesterpride.com marked Private and Confidential. If you are completing by hand, please print clearly using black ink. The completed application form should be returned to:

Kieran Bussoopun, Head of Engagement, Manchester Pride, Suite 9c, Manchester One, 53 Portland Street, Manchester, M1 3LF

A CV will not be accepted for this post. All applications should be made using this application form.

Vacancy Information	
Post Applied For:	Charity Assistant/PA

Personal Details	
First Name(s):	
Surname:	
Title:	
Home Address:	
Postcode:	
Telephone:	
Mobile:	
Email Address:	
Date of Birth:	

Are you related to an employee of Manchester Pride Limited or associated organisation?

Name:	
Position:	
Relationship to you:	



Current or Most Recent Employment			
Name of Employer:			
Post Title:			
Date of Appointment:	From:		To:
Current Salary P/A:			
Brief Summary of Main Duties:			
Period of Notice:			
Reason for Leaving:			

Previous Employment			
Name of Employer:			
Post Title:			
Date of Appointment:	From:		To:
Brief Summary of Main Duties:			
Reason for Leaving:			

Previous Employment			
Name of Employer:			
Post Title:			
Date of Appointment:	From:		To:
Brief Summary of Main Duties:			
Reason for Leaving:			



Previous Employment		
Name of Employer:		
Post Title:		
Date of Appointment:	From:	To:
Brief Summary of Main Duties:		
Reason for Leaving:		

Continue onto a separate sheet if necessary

Qualifications	
<i>Please provide details of any qualifications that you have gained or currently completing that you feel are relevant to the post for which you are applying</i>	
From/To:	
Institute:	
Qualification(s):	
Grade(s):	
From/To:	
Institute:	
Qualification(s):	
Grade(s):	
From/To:	
Institute:	
Qualification(s):	
Grade(s):	



Training

Please provide details of any training that you have gained or currently completing, that you feel are suitable post in which you are applying for

Date:		
Course Title:		
Brief Description:		
Date:		
Course Title:		
Brief Description:		
Date:		
Course Title:		
Brief Description:		

Are you a member of a professional body? If so please give details:

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If you have completed any voluntary work, or are currently involved in any unpaid duties, please give details here. This should include any trusteeships or directorships with charities or organisations.

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Supporting Information:

Please use this area to highlight relevant knowledge, skills and experience that you have gained in either paid employment or voluntary work. You should refer to the job specification prior to completing this section. Continue on a separate page if required.



References:

Please provide details of two individuals who are able to provide a reference for you. One of these must be your current or most recent employer and neither should be an employee or representative from Manchester Pride Limited. References should be relevant to the post for which you are applying.

Name:		
Post Title:		
Organisation:		
Email Address:		
Postal Address: Including Postcode:		
Telephone Number:		
Relationship to You:		
Name:		
Post Title:		
Organisation:		
Email Address:		
Postal Address: Including Postcode:		
Telephone Number:		
Relationship to You:		
Name:		
Post Title:		
Organisation:		
Email Address:		
Postal Address: Including Postcode:		
Telephone Number:		



Relationship to You:

We would like to contact referees during the shortlisting process. Are you happy for us to do so? Y / N

If you are a disabled person, are there any arrangements which we can make for you if you are called for an interview? If yes please specify (e.g. BSL interpreter, audio tape, etc.) Interviews will be held in an accessible venue.

Declaration:

I confirm that to the best of my knowledge, the information given in this application is accurate and I have not omitted any information which may have a bearing on my application for employment. If you are sending electronically, please print your name and date, this will be deemed as acceptance of this declaration.

Signed:

Date:

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MANCHESTER PRIDE

Manchester One / Suite 9C / 53 Portland Street / Manchester / M1 3LF / United Kingdom
T: +44 (0)161 831 7700 / Email: info@manchesterpride.com

VAT number: 915888380 Company number: 4671318 Registered Charity no: 1117848



Manchester Pride is committed to supporting the principle of equal opportunities, and operates a robust Equality and Diversity Policy. To help us to monitor the effectiveness of this policy, we request you to fill out this form. This form will be detached and kept separate to your application, and the information held herein will be kept securely and used for analysis purposes only.

Vacancy Information	
Post Applied For:	

Please tick one box in each section.

MONITORING ETHNICITY

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated. How would you describe you ethnic origin?

ASIAN OR ASIAN BRITISH	
Bangladeshi	
Indian	
Pakistani	
Other Asian (please specify)	
BLACK	
Black African	
Black Caribbean	
Black British	
Black European	
Other Black	
WHITE	
White Eastern European	
White British	
White Irish	
White Western European (non-British)	
Other White	
CHINESE OR CHINESE BRITISH	



Chinese	
Chinese British	
MIXED HERITAGE	
White and Black Caribbean	
White and Black African	
White and Asian	
Other Mixed Race	
OTHER	
Other Ethnic Background	
PREFER NOT TO SAY	
Prefer Not to Say	

AGE

Which age category do you fall into?

Under 21		22 - 35		36 - 45	
46 - 55		55 +		Prefer Not To Say	

DISABILITY

A disabled person is defined in law as someone who has an impairment that has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability or long-term health condition?

Yes		No		Prefer Not To Say	
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GENDER

Would you describe yourself as:

Male		Female		Transgender	
Prefer Not To Say		Other			



SEXUAL ORIENTATION

Would you describe yourself as:

Bisexual		Gay Man		Heterosexual	
Lesbian		Prefer Not To Say			

MARKETING SCREENING

Where did you hear about this position? (Please tick where appropriate)

Website (Please specify)		Word of mouth	
Other (Please specify)			