



# THE LYME TRUST

A Registered Charity and Company Limited by Guarantee



Employment Application Form

**Housing & Support for People With Mild to Moderate Mental Health Needs**  
**Service Development Director: Mrs Sue Tagliarino, Hon. Secretary: Cathy Redman**

Management Office, 37 London Road, Newcastle Under Lyme, Staffordshire, ST51LN.  
Telephone: 01782 634725, Fax: 01782 625677, Email: [thelymetrust@tiscali.co.uk](mailto:thelymetrust@tiscali.co.uk)

Support Office, 37 London Road, Newcastle Under Lyme, Staffordshire, ST5 1LN.  
Telephone: 01782 634510, Fax: 01782 625677

## The Lyme Trust – Application Form Part 1

### Personal Details

Surname ..... Forename(s) .....

Title (Delete as appropriate) Mr / Mrs / Miss Full Address .....

.....

..... Post Code .....

Tel ..... Mob .....

Email .....

### Declaration

Due to the nature of the work carried out by The Lyme Trust, by signing this declaration, you are authorising The Lyme Trust to carry out checks into your employment and or education. The Lyme Trust will also carry our Criminal Records Bureau checks. Any false information or omissions will result in immediate termination of your application or contract of employment.

I, ..... declare that the information provided by me is true and accurate.

Signed ..... Date .....

THE  
LYME  
TRUST



Post applied for: .....

**Education, Training & Qualifications(Please give details of School, College, University, Professional and VocationalQualifications)**

Title of Course	Level	Result or Grade

Please give details of any other training courses attended including current studies.

**REFERENCES Please give details of 2 persons who can provide references, one of whom should be your current employer.**

Name:	1	2
Address:		
Telephone		
Relationship:		

**It is the policy of The Lyme Trust to take up references prior to interview. Do you have any objections to us contacting your present employer at this stage?**

**Present Employment**

<b>Employer's Name/ Address</b>	<b>Position Held</b>	<b>Dates (From - To)</b>	<b>Present Salary</b>

**Brief details of major duties and responsibilities:**

**Notice required** ..... **Reason for leaving** .....

**Previous Employment (most recent first)**

<b>Employer's Name/ Address</b>	<b>Position Held</b>	<b>Dates (From - To)</b>	<b>Salary Grade</b>	<b>Reason for Leaving</b>

**Do you hold a current Driving Licence? YES/NO**

**INFORMATION IN SUPPORT OF YOUR APPLICATION (Please attach supplementary sheet if necessary)**

**Please describe what attracts you to this post.**

**Please tell us what contribution you think you can make (relate your answer to the Job Description).**

**Please detail any significant achievements in your work to date.**

Please detail any unpaid work or volunteering experience you have had.

Have you ever been convicted of a criminal offence? (Please include motoring offences) Yes/No  
If Yes please give brief details below including any sentences passed.

Closing Date for Application: .....

Please return this form to:

Sue Tagliarino,  
Service Development Director.  
The Lyme Trust,  
37 London Road,  
Newcastle under Lyme,  
Staffordshire,  
ST5 1LN.

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## The Lyme Trust – Application Form Part 2

### Equal Opportunities Monitoring

The information provided will be kept separately from the application form, will only be used for statistical monitoring and will be kept in confidence. The form will not be shown to the selection panel.

Date of Birth ..... Gender ..... Nationality .....

Please indicate your race/religion (put tick next to the correct option)

White (UK) .....	If none of these apply, please state your ethnic group below: .....
White (Irish) .....	
Asian (UK) .....	
Asian (Indian) .....	
Asian (Pakistani) .....	
Asian (Bangladeshi) .....	
Black (UK) .....	
Black (Caribbean) .....	
Black (African) .....	
Mixed (White and Black Caribbean) .....	
Mixed (White and Black African) .....	
Mixed (White and Asian) .....	
Chinese .....	

The Lyme Trust is committed to encouraging candidates with a disability to apply for available positions and your response will help us to improve provisions for those less able.

Do you consider yourself to have a disability? Yes/ No  
If yes what is the nature of your disability (please give details)

Where did you see this vacancy advertised?

Thank you for your co-operation!