Langworthy Cornerstone Association Ltd
451, Liverpool Street
Salford, M6 5QQ
T: 0161-213-1920
www.langworthycornerstone.co.uk
reception@langworthycornerstone.co.uk

JOB APPLICATION FORM; BUILDING MANAGER

Application for employment with: **Langworthy Cornerstone Association Ltd**

Post: Closing Date: October 31st 2026

Personal Information

Surname Home Address Postcode:	Forename(s) Phone number(s) Email:
Previous name(s)	National Insurance No:
GDPR Statement: If your application for this post is unsuccessful, we will dispose of any personal data we hold including this application within 1 month of the closing date. We do not share personal data with any other organisation without your consent.	

Present and previous employment

What is/was your current/most recent job title? Name and address of employer Nature of business	Date current/most recent employment commenced Date current/most recent employment finished Present Salary/grade If Current, what notice period is required:
Please describe your current or most recent job:	

We are a Living Wage Employer

Langworthy Cornerstone Association is a Registered Charity & Co Ltd by Guarantee Registered in England and Wales Company No 05626422
Charity Registration No 1114637
Vat Registration Number: 164 0748 09
'Working to improve the health and wellbeing of the people of Salford and especially those of Seedley & Langworthy'

NHS Salford

Please list your previous appointments with the most recent first (other than the above)			
Name and address of employer	Position held	From: To	Reason(s) for leaving

Education

Secondary School(s)	From: To	Qualifications gained (include dates and grade)

Post School education including any job related training i.e. First Aid, Food Hygiene etc	From : To	Qualifications gained (include dates and grade)
Name and type of membership of any professional body (with dates) you belong to (if any):		

Experience

This section of the application form is for you to demonstrate how you meet the requirements of the Person Specification/ Job Profile and to explain why you are applying for the job.
You must ensure that you show that you meet all of the **Essential Criteria** and as many as you can of the Desirable Criteria on the Person Specification. (This box will expand as you type, but if you need to continue on additional sheets, make sure they are clearly marked with your name).

Referees

References will be taken up for the preferred candidate once a provisional offer of employment has been made; therefore, you should ensure that your referees are in a position to respond promptly.
If you were known to your referees by a different name please indicate your previous name.

By default, we will contact your current or most recent employer (as above) for a reference unless you give a valid reason as to why this would not be appropriate (use box below). If your current or last employer is not appropriate as a reference, you must give two other referees (below) for us to contact.
Referees should be able to comment on your work performance, particularly in relation to the person specification & competencies required.
If you have not previously been employed, then Teachers / College Lecturers etc are acceptable as referees.
Friends and relatives are not acceptable referees.

Reference A:	Reference B:
Name, role & contact details:	Name, role & contact details:
Relationship to you:	Relationship to you:
Phone:	Phone:

I am happy for LCA to contact my current or most recent employer Yes/No

If you are not happy for us to contact your current or most recent employer for a reference, please state why.

Interviews will be held W/B

DBS check etc:
The centre is used by vulnerable groups (e.g. children, elderly people etc.) To protect these groups Langworthy Cornerstone Assn will request basic information on an applicant's criminal record before any offer of work can be confirmed.

All applicants MUST consent to a basic check of their criminal record being made before employment is confirmed. Further checks may also be needed during employment at the L.C.A.'s discretion.

Candidates selected for interview will be expected to bring with them documents to prove their ID and right to work in the UK.

Canvassing either directly or indirectly will disqualify a candidate from appointment.

DECLARATION
I declare that, to the best of my knowledge and belief, all statements contained in this form are correct. I give my consent to a DBS check and other appropriate checks at the appropriate time as necessary. I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of employment.
NB It is a criminal offence if you knowingly apply for this or any other position at Langworthy Cornerstone.

Print Name:

Signed:

Date:

If you are sending this form back via email, please ensure that you confirm in the email that you agree with the declaration. If selected for interview, we will need you to sign in person on the day.

If completing electronically, please ensure that the Equal Opps form is still on a separate page so it can be separated.

Return completed form to Bev.Fletcher@langworthycornerstone.co.uk

Equal Opportunities

This form is confidential and will be retained for monitoring purposes only, will be separated from the application form on receipt and is not part of the selection process.

Langworthy Cornerstone Association is striving to be an equal opportunities employer and as such opposes all forms of unlawful or unfair discrimination. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job. In order to monitor the effectiveness of our equal opportunities policies we ask all applicants to provide the following information.

Gender	Date of Birth

Ethnic Origin

Please Describe your Ethnicity

Disability

Langworthy Cornerstone Association operates within the framework of the. Definition of disability under the Equality Act 2010. You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. Are you a disabled person, as defined above? Yes No Under the terms of the Equality Act 2010, L.C.A. will consider any reasonable adjustment required to enable a disabled person to carry out the duties of a post.

Thank you
Yours Sincerely
Bev Fletcher
Cornerstone Chief Officer