***Office use only:***

***Candidate Number***:

****

# **BACKUP North West - application for employment**

# *Please read the job description and person specification before completing this form. Complete it in black ink or type.*

|  |
| --- |
| Position applied for: |
| Mr/Ms/other: | First name: | Last name: |
|  |  |  |
|  | *Please include all names you have used.* |
| Address: |
| Postcode: |
| Telephone (day): | Telephone (evening): |
| Email: |

|  |
| --- |
| Where did you see this job advertised ?: |

**Return this completed form to:**

**Recruitment@backup-charity.org.uk**

**Or post to:**

**BACKUP North West, Ground and 1st Floor, Bridgeman House, 77 Bridgeman St
Bolton, BL3 6BY**

**Education, job related qualifications, specialised training**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools / college | Qualifications / Training | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Present job**

|  |
| --- |
| Name of employer: |
| Job title: |
| Address: |
| Postcode: |
| Summarise your main duties and responsibilities: |
| Salary: |
| Date employed from: | Date employed to: |
| Reason for leaving (if applicable): |
| Notice period: |

**Previous jobs (include voluntary work). Include all gaps between jobs and employment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title | Name of employer | From | To | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Continue on a separate piece of paper if needed*

|  |  |
| --- | --- |
| Have you ever been dismissed by any employer ? | YES / NO |

**Other experience**

|  |
| --- |
| Any other relevant experience (e.g. volunteering, relevant personal experience): |
|  |

**Suitability for the position**

|  |
| --- |
| Why do you want this job and why do you want to work for BACKUP ? (We suggest you write no more than 200 words.) |
|  |

|  |
| --- |
| **Describe how you meet the Person Specification for the job**. *This is the most important question. Tell us how you meet all of the criteria listed in the person specification.* |

*Continue on a separate piece of paper if needed*

**Requirements during the recruitment process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you permitted to work in the UK without applying for a work permit ? | Yes | [ ]  | No | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a clean, current driving licence ?If no, please give details: | Yes | [ ]  | No | [ ]  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have sole use of a car during work hours ? | Yes | [ ]  | No | [ ]  |

**Support at interview**

*The information provided here is not used during the shortlisting or selection process*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability ? | Yes | [ ]  | No | [ ]  |

If you have a disability, please tell us if there are any ‘*reasonable adjustments*’ we can make to assist you in your application or with our recruitment process.

|  |
| --- |
|  |

**Criminal Offences**

**Exemption under the Exemptions Order to the rehabilitation of Offenders Act 1974**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of any criminal offence ? | Yes | [ ]  | No | [ ]  |

*This post involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act. You must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as ‘spent’ under this Act.*

**References**

|  |
| --- |
| Give the details of two people who can contact about your suitability for the post.One of these should be your present or most recent employer.We will only contact your references if you are offered the post. |
| Name: | Names |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone Number: | Telephone Number: |

**Declaration**

*I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.*

*I understand also that should my application be successful my appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.*

*I confirm that I am happy for BACKUP North West to contact me using the contact information I have provided and to process the personal data I have supplied, including any sensitive data, in the ways set out in the charity’s privacy policy (*[*https://backup-charity.org.uk/*](https://backup-charity.org.uk/)*) and in compliance with data protection law.*

|  |  |
| --- | --- |
| Signature: |  |

|  |  |
| --- | --- |
| Full Name: |  |

|  |  |
| --- | --- |
| Date: |  |

**Return this completed form to:**

**recruitment@backup-charity.org.uk**

**or post to:**

**BACKUP North West, Ground and 1st Floor, Bridgeman House, 77 Bridgeman St
Bolton, BL3 6BY**

|  |  |
| --- | --- |
| **Equality and diversity monitoring form - recruitment** | **Back Up 400x400 Low Res** |

**BACKUP North West wants to support equality and diversity in all its employment practices. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our recruitment applicants and our workforce. The charity needs your help and co-operation to enable us to profile our job applicants, but filling in this form is voluntary and your job application will not be affected in any way.**

The information provided in this form is kept separately from the information used in recruitment decisions and will not be used to influence recruitment decisions. All information is strictly confidential, and only used for statistical purposes to ensure that our policies are being applied fairly. It will only be shared with a restricted number of authorised personnel and will be destroyed when it is no longer needed. For more information about our privacy policy please visit *(*[*https://backup-charity.org.uk/*](https://backup-charity.org.uk/)*)*

**Sex** Man 🗆 Woman 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here ……………………………………....

**Does current identity match your sex as registered at birth ?**

Yes 🗆 No 🗆 Prefer not to say 🗆

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆
50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your nationality?** ...............................................................................................

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:……………………………………………………

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆

Prefer not to say 🗆 Any other mixed background, please write in:…………………………….

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:…………………………………………………….

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:………………………………

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:……………………

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

Yes🗆 No 🗆 Prefer not to say 🗆

The Equality Act of 2010 defines disability as: “a physical or mental impairment with long term, substantial adverse effects on ability to perform day to day activities.”

*PLEASE NOTE the information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’ during the recruitment process then please separately notify BACKUP.*

**What is your sexuality?**

Heterosexual 🗆 Gay 🗆 Lesbian 🗆 Bisexual 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here………………………….…….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in: …………………………

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆

Primary carer of a child/children (under 18) 🗆 Primary carer of disabled child/children 🗆 Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆 Prefer not to say 🗆

**Have been on maternity leave, adoption leave or parental leave in the last year; or have you been pregnant in the last year; or are you currently pregnant?**

Yes🗆 No 🗆 Prefer not to say 🗆