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| **Job Application Form** |  |
| **Confidential** |

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

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| Post Title: |  |

**Personal Details**

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| **Surname / Last Name** | **First Names** |
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| **Telephone number (Home or Mobile)** | **Telephone number (Work)** |
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| **Current address:** |
|  |
| **Postcode:** | **Email Address** |
|  |  |

**Present Job**

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| **Employer’s name and address:** |  |
| **Job title:** |  |
| **Salary:** |  |
| **Date commenced:** |  |
| **To whom do you report (Job Title)** |  |
| **What staff (if any) report to you** |  |
| **Period of notice required** |  |
| **Brief outline of duties** |
|  |

**Previous Employers (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer(s) and Job Title(s) with full address(es)** | **Date of Employment** | **Salary** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |

**Relevant educational, vocational, professional qualifications or training courses (most recent first)**

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| **Educational establishment****or course organiser** | **Qualification (where applicable)** | **Grade** | **Date achieved** |
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**How you meet the essential requirements**

Please state clearly how you meet all of the essential requirements listed on the person specification (and the desirable requirements, if applicable).

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**References**

|  |  |
| --- | --- |
| **1** | **2** |
|  |  |
| Email |  | Email |  |
| Tel. No. |  | Tel. No. |  |

**Absence from work / education**

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| How many days sickness absence from work or education have you had in the last two years (excluding absence relating to a disability or to maternity)? |  |

**Disability – reasonable adjustment**

If you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process, please give details.

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**Advertising & Publicity**

Please highlight below how you found out about this vacancy.

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**Equality and Diversity Monitoring Form**

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| **Role applied for:** |  |

Rise wants to meet the aims and commitments set out in its Equality, Diversity and Inclusion Action Plan. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the existing workforce and job applicants, to encourage equality, diversity and inclusion.

We need your help and co-operation to enable us to do this but please note that completing this form is voluntary.

We must stress that the following assurances apply:

* The information provided on this form is for equal opportunities and diversity monitoring purposes only and will be used solely for monitoring purposes (it will be detached and held separately to your application)
* All information on this form will be held securely on our database in strictest confidence.

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| **Gender:** |  Male [ ]  Female [ ]  Prefer Not to Say [ ]  Prefer to Self-Describe [ ]  If you prefer to use your own term, please specify in the text here:  |
| **Age:** | Under 25 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65-74 [ ]  Over 75 [ ]  |
| **Disability**The Equality Act 2010 states that a ‘person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities’. |
| **Do you consider yourself to have a disability?** | Yes [ ]  No [ ]  Prefer not to say [ ]   |
| **What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:** |  |
| *The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please state this on your application form or contact the manager running the recruitment process.* |

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| **What is your sexual orientation?** | Asexual [ ]  Bisexual [ ]  Gay Man [ ]  Gary Woman/Lesbian [ ]  Heterosexual [ ]  Queer [ ]  Prefer Not to Say [ ]  Prefer to Self-Describe [ ]   If you prefer to use your own term, please specify here: |
| **What is your religion or belief?**  | No Religion [ ]  Atheist [ ]  Buddhist [ ]  Christian [ ]  Christian-Catholic [ ]  Christian-Other [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  Prefer Not to Say [ ]  Prefer to Self-Describe [ ]   If other religion or belief, please specify here: |
| **Are you married or in a civil partnership?**  | Yes [ ]  No [ ]  Prefer not to say [ ]   |

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| **Ethnic Origin**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: |
| **Asian/British** | **Black/Black British** | **Mixed** |
| [ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian backgroundPlease write here: | [ ]  Caribbean[ ]  African[ ]  Any other Black backgroundPlease write here: | [ ]  White & Black Caribbean[ ]  White & Black African[ ]  White & Asian[ ]  Any other Mixed backgroundPlease write here: |
| **White** | **Other ethnic**  |  |
| [ ]  British[ ]  Irish[ ]  Any other White backgroundPlease write here: | [ ]  Chinese[ ]  Arab[ ]  Traveller, Roma or Gypsy[ ]  Any other Ethnic groupPlease write here: | [ ]  Prefer not to say[ ]  Prefer to self-describe Please write here: |

**Self-Declaration Form**

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| **Post Title:** |  |

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](https://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)?

Please tick as appropriate, and if the answer is yes, please provide details in the box below. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

[ ]  Yes [ ]  No

(please tick the appropriate box, and if ‘yes’, provide details in the box below)

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If you are an unsuccessful applicant, all of your personal details, including details of any convictions, cautions, reprimands or final warnings that you have disclosed, will be securely destroyed after six months of the recruitment decision. If you are successful in your application for the role, details of your convictions etc will be securely stored by us until you have completed your probation period, which will normally be six months; the data will then be securely destroyed.

I confirm that the information that I have given above is true, correct, complete and up to date.

|  |  |
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| **Signed:** |  |
| **Date:** |  |

Note: Should you fail to disclose any relevant convictions, cautions or reprimands etc above, or if there are any other matters causing the Charity to reasonably conclude that you may be unsuitable for the post, you will be disqualified from being appointed.

To view our privacy policy, please visit <https://www.wearerise.co.uk/privacy-statement>

**On completion of the application form, please send it to** **recruitment@wearerise.co.uk**

**Closing date: 12noon on Friday 30th July 2021**