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| hgl2**Registered Charity No: 299805** | **HEADWAY GLOUCESTERSHIRE****Headway House****Great Western Road****Gloucester****GL1 3EP****Telephone: 01452 312 713****E-mail: admin@headwaygloucestershire.org.uk****Website: www.headwaygloucestershire.org.uk** |

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| **Application for Employment** |

Headway Gloucestershire are committed to treating job applicants and employees fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process, both for reasons of natural justice and fair treatment and to ensure that the most suitable employees are appointed in order to maximise the Charity’s efficiency.

|  |  |
| --- | --- |
| **Which post are you applying for?**  |  |
| **Are you are applying for a full time or part time post?**  |  |
| **How did you learn of this vacancy?**  |  |
| **Are you related to an employee or attender of Headway Gloucestershire:** **(Please give details)** |  |

**Personal Details**:

|  |  |
| --- | --- |
| Surname:  | Forenames:  |
| Address:Email Address:  | Home Number: Mobile Number: Work Number: |

**Current Employment Details:**

|  |  |
| --- | --- |
| Name of current/most recent Employer: | Address: Telephone no:  |
| Current post: | Brief Description of Duties: |
| Current Pay: £  | Period of Notice required by current employer:  |

**Education:**

|  |  |  |
| --- | --- | --- |
| Qualification | Grade attained | Date |
|  |  |  |
| Further Education/Professional Qualifications | Grade attained | Date |
|  |  |  |

**Employment History (current or previous employment/experience first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Job Title | Reason for leaving |
|  |  |  |  |  |
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**Disability**

We are using the word “disability” to include people with obvious disabilities and those with invisible disabilities or persistent health problems. The Disability Discrimination Act 1995 defines a disability as:

 *“a physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living”*

Have you a disability which requires the provision of specific facilities at interview or for work?

If so, is there anything we could do to assist you? Please give details:

**Personal Development**

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable

|  |  |  |
| --- | --- | --- |
| Course/ Subject Title | Organised by | Date(s) |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Voluntary Work** | **Organisation** | **Date** |
|  |  |  |

|  |  |
| --- | --- |
| **Do you have a full clean driving license and access to a vehicle?** |  |

**Supporting Statement**

Please explain why you are the right candidate for this position. **Use the details in the Person Specification** and tell us about the **experience** you have had and **outline examples of your work** that demonstrate the competencies or skills you have developed that fit the profile we have given. Please use additional sheets of paper if required.

**References**

Please give names and address of two referees, one of whom should be your current or most recent employer.

|  |  |
| --- | --- |
| *Reference 1* | *Reference 2* |
| Employer:  | Employer/Personal  |
| Name:  | Name:  |
| Job Title:  | Relationship:  |
| Company:  | Company:  |
| Address: | Address: |
| Telephone No:  | Telephone No: |
| E-mail:  | E-Mail:  |

Should referees be approached prior to interview?

**8. DECLARATION**

**Rehabilitation of Offenders Act 1974**

The position for which you are applying is exempt from the provision of Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants should be assured that the information they give will be kept confidential. The *Data Protection Act* requires that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary; and is kept securely. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted or cautioned of a criminal offence? **Yes / No**

Are you aware of any police enquiries undertaken following allegations

made against you, which may have a bearing on your suitability for this post? **Yes / No**

**Data Protection Act 1998**

Any data about you will be held in secure conditions with access restrictions. Data will also be used for employment monitoring purposes however all data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 3 months. If you are the successful candidate, relevant information will be taken from this form and used as part of your personal record.

**Asylum and Immigration Act 1996 (Section 8)**

This act makes it a criminal offence for an employer to take on new staff whose immigration status prevents them from taking up the post in question. This applies to all types of employment, including part-time, temporary or casual appointments. For most jobs you will only be asked to produce one or two documents if you are offered the job. Documents will be checked as a completely separate process.

**I declare that the information contained in this application is complete and correct. I understand that, if I have knowingly provided false information in my application, I may be disqualified or dismissed after appointment.**

**I consent to the use of this information as outlined above.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Equalities & Diversity Monitoring

Questionnaire

Strictly Confidential

Monitoring the diversity of our applicants and staff is an essential part of Headway Gloucestershire’s commitment to Equalities and Diversity. Please complete this form and return it with your application form. It is entirely confidential and will not be made available to those involved in short listing or the selection process, or for any purpose other than monitoring and statistical reporting.

Date of birth:

Gender:

Ethnicity - please tick the most appropriate box below to describe your ethnic group or origin. (This question helps us to identify the ethnic diversity of those applying for vacancies within the organisation. The classifications are those used in the 2001 census, and are recommended by the Commission for Racial Equality).

White: Mixed:

British 🞎 White and Black Caribbean 🞎

Irish 🞎 White and Black African 🞎

Other White 🞎 White and Asian 🞎

 Other Mixed 🞎

Asian or Asian British: Black or Black British

Indian 🞎 Black Caribbean 🞎

Pakistani 🞎 Black African 🞎

Bangladeshi 🞎 Other Black 🞎

Other Asian 🞎

Chinese or Other Ethnic Group:

Chinese 🞎

Other Ethnic Group 🞎

Do you consider yourself to have a disability? (we are committed to ensuring that people with disabilities are supported and encouraged to apply for employment with us and to achieve progress in that employment. This question helps us to assess our success in achieving this aim).

 Yes 🞎 No 🞎

NB. The Disability Discrimination Act 1995 defines a disability as:

 “a physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living”

If you wish to provide any additional details please do so below:

If you wish you may disclose information about yourself in this section:

Religion:

Sexual Orientation:

Is there anyone who relies on you for day to day care and attention? (This question is recommended by the Equal Opportunities Commission and will help us review our flexible working policies.)

 Yes 🞎 No 🞎

 If Yes, are they :

 a) Children: aged 0-5 Date(s) of Birth:

6-11 Date(s) of Birth

12-18 Date(s) of Birth:

and/or

A family member / partner (please specify):

This information will be used solely for monitoring purposes and will be treated as confidential.

Thank you for your Co-operation