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**Application for Employment with Circles South West**

Circles South West is committed to treating job applicants and employees fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process, to uphold natural justice and fair treatment, and to ensure appointment of the most suitable employees to maximise the charity’s impact. We aim to embrace diversity in all that we do. We recognise the worth of each individual’s experience, expertise and opinion, and respect one another.

Position:

How did you learn of this vacancy?

Are you related to a Circles South West employee or Board Member? Yes  No

**Personal Details**:

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address:  Email Address: | Home Number:  Mobile Number:  Work Number:  Can we contact you at work: yes  no |

**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:**

|  |  |  |
| --- | --- | --- |
| General Education | Level | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
| Further Education/Professional Qualifications | Qualification | Grade/Class |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer  (most recent first) | Position | Key Achievements | Dates of employment and reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Continue on a separate sheet if necessary*

**Disability**

We are using the term 'disability' to include people with obvious disabilities and those with invisible disabilities or persistent health problems. Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on the ability to do normal daily activities.

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:

**Supporting Statement**

After reading the Job Description and Person Specification carefully, consider to what extent you have the necessary skills, experience and attributes. Your experience need not have been gained in paid employment and may include special interests relevant to the post. Please provide evidence of your suitability against each of the Person Specification requirements, providing clear examples in support of your application. Please write no more than three sides of A4. Ensure that additional sheets clearly state your name and the position for which you are applying.

|  |
| --- |
|  |

*Continue a separate sheet. Write no more than 3 sides of A4 in total.*

**Criminal Convictions**

Do you have any criminal convictions? Yes  No

If yes, please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

Do you have any allegations of inappropriate or harmful behaviour towards children recorded against you or any prior involvement with Children’s Social Care in relation to the care of your own children? Yes  No

If yes please give details on a separate sheet.

This post is subject to the satisfactory completion of a Disclosure and Barring Service (DBS) enhanced check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants’ suitability for positions of trust, Circles South West complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Circles South West undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

**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: |

Can we approach referees prior to interview? Yes  No

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment. I understand that canvassing will disqualify my application.

Signature of applicant: Date:

(Electronic signature acceptable if application emailed)

Please submit your completed application and monitoring form to [info@circlessw.org.uk](mailto:info@circlessw.org.uk)

*Safeguarding is Circles South West’s priority. We expect staff, volunteers and stakeholders to share this commitment.*

**Equal Opportunities Monitoring Form Staff**

Monitoring the diversity of our applicants and staff is an essential part of Circles South West's commitment to Equalities, Diversity and Inclusion. 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.

**Personal Details**

Year of birth:

Gender: Male  Female  Other

*If you are going through the process of gender reassignment, please tick the box that applies to your future gender.*

**Disability**

Under the Disability Discrimination Act, a disability is defined as a physical, sensory or mental impairment which has, or had, a substantial and long-term effect on a person's ability to carry out normal day-to-day activities. Disability is recorded on the basis of your own self-assessment.

I do not consider myself disabled

If you do consider yourself to be disabled, please tick the option below that best describes your disability:

Mental health conditions (such as depression or schizophrenia

Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)

Deaf or serious hearing impairment

Specific learning disability (such as dyslexia or dyspraxia)

Long-standing illness or health condition (such as cancer, diabetes HIV, chronic heart disease, or epilepsy)

Blind or serious visual impairment

General learning disability (such as Down's syndrome)

Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)

Other type of disability

**Ethnic Group**

The options reflect the 2001 Census of Population ethnicity classifications used throughout the UK and so allows comparative statistics to be derived. What is your ethnic origin? Tick the one most appropriate box to indicate your ethnic origin.

|  |  |  |  |
| --- | --- | --- | --- |
| White – British |  | Asian or Asian British – Pakistani |  |
| White Scottish |  | Black or Black British – African |  |
| Other White background |  | Other Asian background |  |
| White – Irish |  | Black or Black British – Caribbean |  |
| Asian or Asian British – Indian |  | Other Black background |  |
| Asian or Asian British – Bangladeshi |  | Other Mixed background |  |
| Chinese |  | Other Ethnic background |  |
| Not known |  |  |  |

**Sexuality**

What is your sexuality? Please tick the most appropriate box

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Homosexual |  |
| Bi-sexual |  | Prefer Not To Say |  |

**Religion**

|  |  |  |
| --- | --- | --- |
| My religion or belief is: | No religion or belief | Prefer not to say |

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

Yes  No

If yes, please tell us if they are a child(ren) / family member / partner / other:

This information will be used solely for monitoring purposes and will be treated as confidential. Thank you for your co-operation.