##### 

**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 equity 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?

Please indicate if you are related to, or have a close association with, a Circles South West employee, trustee or volunteer? 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*

**Personal Development**

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

**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? Yes  No

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

**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.*

**Right to Work in the UK**

Please confirm your Right to Work in the UK Yes  No

**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.*

**Diversity Monitoring**

*****For staff*

Circles South West is committed to promoting equity of opportunity. You are not required to complete this form but the information you provide helps us to meet the diverse needs of our Core Members and ensure that our policies, practices and environment are equitable. The data collected are confidential to Circles South West and Circles UK and will be kept in compliance with the Data Protection Act and General Data Protection Regulations (GDPR.)

**Disability /Health Condition**

The Equality Act 2010 defines a person with a disability as someone who has a physical or mental impairment which has substantial and long-term adverse effect on their ability to carry out day-to-day activities.

|  |  |
| --- | --- |
| I do not consider myself disabled |  |

If you do consider yourself disabled, please select the option below which best describes your disability:

|  |  |  |  |
| --- | --- | --- | --- |
| Mental health condition (such as depression or schizophrenia) |  | Learning disability |  |
| Learning difficulty or Neurodiversity |  | Cognitive impairment (for example, resulting from head injury) |  |
| Long-term health or health condition or hidden impairment |  | Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches) |  |
| Deaf /sign language user |  | Blind or serious visual impairment |  |
| Hard of hearing / hearing loss |  | Other impairment or medical condition not listed above |  |

**Personal Details**

|  |  |
| --- | --- |
| Year of birth: |  |

**Gender**

**Is the gender you identify with the same as your sex registered at birth? Yes/No**

**If yes: Female Male**

**If no: Trans Woman Trans Man Non-binary Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sexual Orientation**

What is your sexuality? Tick the one most appropriate box:

|  |  |  |  |
| --- | --- | --- | --- |
| Bi-sexual |  | Gay man |  |
| Heterosexual/straight |  | Gay woman/lesbian |  |
| Prefer not to say |  | Other |  |

**Thank you**

**Religion or Belief**

|  |  |  |  |
| --- | --- | --- | --- |
| My religion or belief is: | | |  |
| Prefer not to say |  | I have no religion or belief |  |

**Employment**

What is your employment status? Tick the one most appropriate box:

|  |  |  |  |
| --- | --- | --- | --- |
| Employed full-time |  | Employed part-time |  |
| Self-employed |  | Retired |  |
| Student |  | Unemployed |  |

**Ethnic Group**

This option reflects the 2020 Census of population ethnicity classifications used throughout the UK and so allows comparative statistics to be derived.

What is your ethnic origin? Tick the most appropriate box available.

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | | | |
| White - English/ Welsh/ Scottish/ Northern Irish/British |  | White - Irish |  |
| White – Gypsy or Irish traveller |  | Any other white background, please describe |  |
| **Mixed/multiple ethnic groups** | | | |
| White and Black Caribbean |  | White and Black African |  |
| White and Asian |  | Any other mixed/multiple ethnic background, please describe |  |
| **Asian/Asian British** | | | |
| Indian |  | Pakistani |  |
| Bangladeshi |  | Chinese |  |
| Any other Asian background, please describe |  |  |  |
| **Black/ African/ Caribbean/ Black British** | | | |
| African |  | Caribbean |  |
| Any other Black/African/Caribbean background, please describe |  |  |  |
| **Other ethnic group** | | | |
| Arab |  | Any other ethnic group, please describe |  |
| Not known |  |  |  |