**Application for employment**

Please complete this application form in black ink or type and return it to the location or e-mail as specified in the advertisement**.** If you use a continuation sheet please write your name and the job title on each page. You may include your CV but only in support of a completed application form. **Crisis Centre Ministries is an equal opportunities employer.**

|  |  |
| --- | --- |
| **For the post of:**  |  |

|  |  |
| --- | --- |
| **Surname**  | **Title**  |
| **Forename/s**  |
| **Address**  | **Tel: (home)**  |
| **Tel: (mobile)**  |
| **Tel: (work)**  |
| **Postcode**   | (Discretion will be used if we contact you at work) |
| **E-mail** | **Do you require a work permit?** Yes/No |

You will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996.

**Present or most recent post (employed, self-employed, volunteer etc.)**

|  |  |
| --- | --- |
| **Role title**  | **Reason for leaving**  |
| **Employer/Organisation**  |
| **Address**  |
| **Postcode**  |

**Dates from to**

**How much notice must you give your present employer?**

|  |
| --- |
| **Summary of responsibilities and achievements:**  |

**Employment / Volunteering History**

Please list your employment and/or relevant voluntary work in the last ten years (starting with the most recent). Please include the country you were based in if different from the organisation’s address.

| **Organisation** | **Role title** | **Date from** | **Date to** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
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**Please give details of your education, qualifications and training relevant to this application.**

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| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Course completed** | **Place of training** | **Grade/result** |
|  |  |  |  |  |

**Languages – written and spoken**

**First language:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Other languages** | **Written:****level of fluency** | **Spoken:****level of fluency** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

**Supporting information**

Please use the box below to tell us how you meet the requirements of the role as given in the Job Description. Please give examples of how your knowledge, experience and skills demonstrate your suitability for this role. **Please provide as much evidence as you can** to illustrate how you meet the criteria.

(Please do not exceed 750 words)

|  |
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|  |

**References**

Please give the name and address of at least two referees. One referee should be your most recent employer/organisation and one should be from your Church leader or a representative of your church.

We may request further referees on a case-by-case basis.

|  |  |
| --- | --- |
| **Name**  | **Telephone**  |
| **Position**  | **Email**   |
| **Organisation**  | **May we contact this referee:** Prior to interview? Yes/No |
| **Address**  | Prior to an offer? Yes/No |
| **Postcode** |  |
|  |
| **Name**  | **Telephone**  |
| **Position**   | **Email**   |
| **Organisation**  | **May we contact this referee:** Prior to interview? Yes/No |
| **Address**  | Prior to an offer? Yes/No |
| **Postcode**  |  |
|  |
| **Name**  | **Telephone**  |
| **Position**   | **Email**  |
| **Organisation**  | **May we contact this referee:** Prior to interview? Yes/No |
| **Address**  | Prior to an offer? Yes/No |
| **Postcode**  |  |

**Please note**

Crisis Centre Ministries has a Safeguarding Policy (CCM P043) which applies to all staff and volunteers. If the post that you are applying for will required you to work closely with vulnerable adults there will be a requirement to obtain a check from the Disclosure and Barring Service. Employment into such positions is subject to a satisfactory DBS check.

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

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

(Please type your name if the form is submitted in electronic format.)

If you are appointed, this document will form the basis of your personal record.

***Please return the fully completed application form to the following, marking the envelope ‘private and confidential’:***

Chief Executive

Crisis Centre Ministries

32 Stapleton Road

Easton

Bristol

BS5 0QY

Or email it to: HR@crisis-centre.org.uk

Please complete, and submit alongside your application form, the diversity monitoring form found over the page.

**Diversity Monitoring Form**

**Our Policy**

It is the aim of Crisis Centre Ministries to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion[[1]](#footnote-1), marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end Crisis Centre is working towards a Diversity and Inclusion Policy which is in accordance with the full provisions of the Equality Act 2010 and Rehabilitation of Offenders Act 1974 and for each employee to contribute to its success.

**Monitoring Information**

To ensure that we meet the aims of the Diversity and Inclusion Policy, and it is effective, we want to build and maintain an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We therefore need your help and co-operation to enable us to do this but filling in this form is voluntary.

The information collected through this form will be used solely for monitoring purposes. It will be treated as confidential and held in accordance with our Data Protection Policy. If you are completing this form as part of a recruitment process, it will be detached from your application form and will not be seen by the shortlisting or interview panel.

Please return the completed form in the envelope marked ‘Strictly confidential’ to:

Chief Executive, Crisis Centre Ministries, 32 Stapleton Road, Easton, Bristol, BS5 0QY

Or email it to: HR@crisis-centre.org.uk

**Your Details**

**Please state the post for which you are applying:**

**Your name:**

**Where did you first see/hear about this vacancy?**

**Monitoring Questions**

1. **Gender:** Man 🗆 Woman 🗆 Non-binary 🗆 Prefer not to say 🗆

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

1. **Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆
2. **Age** 16-24 🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 prefer not to say 🗆

1. **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:

1. **Do you have a disability as defined by the Equality Act?**

Yes🗆 No 🗆 Prefer not to say 🗆

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

1. **What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

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

1. **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:

1. **What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

1. **What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆

Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆 Prefer not to say 🗆

If other, please write in:

1. **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 🗆

**Sensitive Personal Data Consent Form**

In order to comply with the Data Protection Act 1998, Crisis Centre Ministries must obtain consent to hold and use personal information about individuals that could be considered sensitive. The following has been highlighted as sensitive under the DPA 1998: racial or ethnic origin, political opinions, religious belief, trade union membership, physical or mental health condition, sexual life. The Act prohibits the processing of sensitive data except in specified circumstances, for example equal opportunities monitoring. It is only in this sensitive area that Crisis Centre wishes to monitor in order to assess the effectiveness of its diversity and inclusion policy and to reduce the possibility of discrimination occurring.

By signing the statement below you are giving your consent to Crisis Centre Ministries to process and handle sensitive personal data under the Principles of Data Protection as detailed in the Data Protection Act 1998, for the purposes of equal opportunities monitoring.

**Declaration:**

I understand that the information provided within this monitoring form will be used only for the purpose set out in the statement above, and my consent is conditional upon Crisis Centre Ministries complying with the obligation and duties under the Data Protection Act 1998.

**Signed:**

**Print name:**

**Date:**

(Please type your name if the form is submitted in electronic format.)

1. Certain jobs may need to be held by Christians due to the nature of the work and/or the context in which it is carried out. This requirement will only be imposed where it can be justified as an occupational requirement under the Equality Act 2010. [↑](#footnote-ref-1)