## 

## Job Application Form

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| Please complete this form in full electronically.  Applications should be returned by email to [diana.finch@bristolpound.org](mailto:diana.finch@bristolpound.org), in pdf format and including a scanned signature. Please do not include any additional material.  Note: the first and last pages, along with the equal opportunities monitoring form, will be removed before circulating to the shortlisting panel. This is to ensure decisions taken are based on merit. | | | | | | | |
| Post applied for**:** | | |  | | | | | |
| PERSONAL DETAILS | | | | | | | | |
| Surname | |  | | | First name | |  | |
| Address & postcode | |  | | | | | | |
| Phone - Day | |  | | | | Evening |  | |
| Email | |  | | | | | | |
| Are you a citizen of the UK or EU? | | | | | | | | Yes  No |
| If not, can you demonstrate a right to reside and work in the UK? | | | | | | | | Yes  No |
| Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974?  (If you’re not sure if your convictions are unspent or spent, you can use the tool at [**www.disclosurecalculator.org.uk**](http://www.disclosurecalculator.org.uk/)**.)** | | | | | | | | Yes  No |
| If you have unspent convictions, please give details. | | | |  | | | | |
| If you have a disability, do you require any reasonable adjustments to be made during the recruitment process and/or to perform the role if selected? Please give details. | | | |  | | | | |
| Date available to start in role | | | |  | | | | |

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| **EDUCATION and QUALIFICATIONS – most recent first** | | | | | |
| Educational organisation | | From  (mm/yyyy) | To  (mm/yyyy) | Qualifications obtained (with grades) | |
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| **OTHER TRAINING – most recent first** | | | | | |
| Description | | | | | Completion date  (mm/yyyy) |
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| **PROFESSIONAL MEMBERSHIPS and REGISTRATIONS** | | | | | |
| Awarding body | Status | | | | Awarded  (mm/yyyy) |
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| **CURRENT and PREVIOUS ROLES** **– most recent first** | | | | | | | | | | | | |
| Organisation name, address and type of business | | | | Role title (state whether paid or voluntary) | Briefly describe role and responsibilities / achievements | | | | | | From  (mm/yyyy) | To  (mm/yyyy) |
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| **PERSONAL STATEMENT**  Please use this and the next page to explain how you meet the person specification, drawing on examples from your past that are relevant to the job description. Use Arial font, point size 11. | | | | | | | | | | | |
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| **PERSONAL STATEMENT continuation** | | | | | | | | | | | |
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| REFERENCES Please provide details of two referees. One should be your most recent manager, or your tutor if you are a recent graduate. Relatives may not be referees. We will not contact your referees prior to interview. | | | | | | | | | | | | |
| Name | | |  | | | | Name | | |  | | |
| Job title | | |  | | | | Job title | | |  | | |
| Organisation | | |  | | | | Organisation | | |  | | |
| Organisation address | | |  | | | | Organisation address | | |  | | |
| Telephone | | |  | | | | Telephone | | |  | | |
| Email | | |  | | | | Email | | |  | | |
| Nature of relationship | | |  | | | | Nature of relationship | | |  | | |
| **DECLARATION**  I consent to the information on this form being stored and processed by Bristol Pound and its HR service providers, using a variety of IT systems including email and cloud based storage systems.  I consent, if the preferred applicant at interview, to my referees being contacted, and to any additional data provided by them also being stored and processed.  I confirm that the information on this form is complete and correct. | | | | | | | | | | | | |
| Signed | |  | | | | | | Dated |  | | | |
| **Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal or withdrawal of an offer of employment.** | | | | | | | | | | | | |
| Where did you see this role advertised? | | | | | |  | | | | | | |
| **Please complete monitoring forms on the next page before sending. Thank you.** | | | | | | | | | | | | |

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| **MONITORING INFORMATION**  Please fill in this form, to help us monitor how well we are attracting and recruiting a diverse workforce.  Please mark the boxes which best fit how you identify yourself. | | | | | | | | | | | | | | | |
| Gender | Male | | | | | Female | | | | | | Non binary | | |
| Transgender | Gender as assigned at birth | | | | | Not as assigned at birth | | | | | | Prefer not to say | | |
| Sexuality | Heterosexual | | | Gay / lesbian | | | | | Other | | | Prefer not to say | | |
| Disability | I consider myself to have a disability | | | | | | | I do not consider myself to have a disability | | | | | | |
| Age range | 18 – 25 | 26 – 35 | | | 36 – 45 | | | 46 – 55 | | | 56 – 65 | | 66 or over | |
| Ethnicity | White | | Black | | | | Asian | | | Mixed | | | | Other |
| British  Irish  Other | | Caribbean  African  Other | | | | Indian  Pakistani  Bangladeshi  Other | | | White & Black Caribbean  White & Black African  White & Asian  Other mixed background | | | | Chinese  Other |
| Belief | Christian | | Jewish | | | | Muslim | | | Buddhist | | | | Sikh |
|  | Hindu | | Other | | | | No faith | | | Prefer not to say | | | | |