

BCVS

ThePriory

The Old Abbey School

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Nottinghamshire

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**Application for Employment**

Please save this blank document, complete it on your computer/tablet and then email the completed, saved document as an attachment to [officecoordinator@bcvs.org.uk](mailto:officecoordinator@bcvs.org.uk)

**Application for the post of:**

Location:

Closing date:

|  |  |
| --- | --- |
| **First name/s:** | **Surname:** |

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| --- | --- | --- | --- | --- | --- |
| Name and address of current or most recent employer:  **Telephone number:** | | | Present Post: Annual salary:  Date appointed:  Period of notice: | | |
| Reason for leaving: | | | | | |
| Please give details of any voluntary work that you have done in the past in the space provided. | | | | | |
| Previous employment **Career history to date with the most recent shown first, i.e. the one immediately prior to the present post above** | | | | | |
| **Employer’s name and address** | **Post held** | **From** | | **To** | **Reason for leaving** |
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| If you do not wish your present or most recent employer to be contacted prior to interview, please give reason/s below. |

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| Education | | | | | | |
| **Name of school/college** | **Dates from** | **To** | **Subject** | **Qualification gained** | Grade | **Year** |
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|  |  |
| --- | --- |
| Other relevant training | |
| **Subject/s:** | **Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Membership of Professional Bodies | | | |
| **Name of Professional Body** | **Grade/Status** | **Date of registration** | **Date of expiry** |
|  |  |  |  |

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| --- | --- |
| **Reference 1** | **Reference 2** |
| **Present or most recent employer**  **Name:**  **Position:**  **Address:**  **Tel no:**  **Fax no:**  **Mobile no:**  **Email:** | **Character reference**  **Name:**  **Position:**  **Address:**  **Tel no:**  **Fax no:**  **Mobile no:**  **Email:** |

**\*\*(Please note, your references will need to cover your last two years of employment)**

**In no more than 800 words give a brief summary of your experience and training which is relevant to the Post. Please read the advertisement, Job Description and Person Specification carefully and indicate how you meet the criteria for the Post and why you feel you should be appointed.**

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###### Personal details

|  |  |
| --- | --- |
| **Surname:**  **Forename/s:**  **Date of birth:**  **Telephone number (incl. dial code):**  **Mobile telephone number:**  **Telephone number (work)(incl. dial code):**  **Email:** | **Address:**  **Post Code:** |

###### Job advertisement

In the box below could you please let us know where you saw the advert for this position?

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|  |

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after a rehabilitation period set by the court has elapsed and the convictions become ‘spent’. During the rehabilitation period, convictions are referred to as ‘unspent’ convictions and must be declared to employers.

BCVS aims to promote equality of equal opportunities and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion or belief, disability, sexual orientation and age. BCVS does not discriminate unfairly against applicants on the basis of criminal convictions or other information declared.

If you are applying for a post involving access to vulnerable people, your offer of employment may be subject to a satisfactory DBS check (Disclosure and Barring Service). Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

Are you currently bound over, or do you have any unspent convictions issued by a Court or Court Martial in the UK or any other Country?

Yes  No

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| --- |
| If ‘Yes’, please supply details in the space given below. |

Privacy Notice

Personal information supplied to us will be used to support your application and to enable us to determine your eligibility & suitability to work for BCVS.

Your information will be kept in a locked filing cabinet. Only authorised BCVS staff members will have access to this. If your application is successful, the information you give to us on this application form will form part of your HR file throughout your employment with us. Should your employment at BCVS be terminated, your personal information will be kept on file for as long as there is a legitimate business need or legal obligation to do so. If your application is not successful, we will keep your details on file for up to 3 months of the vacancy closing date so that we can contact you in the event of other suitable job opportunities at BCVS.

You have the right to request a copy of the information we have stored about you. If you would like a copy of some or all of the personal data we hold about you, please write to: Matthew Enticott, The Old Abbey School, Worksop, Notts. S80 2BU or email [officecoordinator@bcvs.org.uk](mailto:officecoordinator@bcvs.org.uk). You are entitled to ask us to correct or remove any information.

**Declaration**

The information I have given in this form is, to the best of my knowledge, true and complete. I agree that any deliberate omissions, falsifications or misrepresentations in the application form will be grounds for rejecting the application or subsequent dismissal if I am employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I give my consent to BCVS processing the data supplied in this application form for the purpose of recruitment and selection.

Name:

Date:



**Equal Opportunities Monitoring Form**

**This page to be detached before shortlisting**

**Application for the Post of:**

Bassetlaw Community and Voluntary Service has an Equal Opportunities policy which aims to eliminate discrimination in employment. Our policy aims to eliminate direct and indirect discrimination on grounds of sex, sexual orientation, marital status, colour, race, nationality, ethnic or national origin, creed, religion, age or disability.

**Interview arrangements**

|  |
| --- |
| If invited for interview, do you have any special requirements? |

**Immigration Status**

‘I have the lawful right to work in the UK and will provide documentation in evidence of this if appointed, or will enable my status to be verified via the government’s online right to work checking service’.

Yes  No

**Race Relation’s (Amendment) Act 2000**

This information is used solely for monitoring purposes and is separated from the rest of your application form before interview.

I would describe my ethnic origin as:

Asian or Asian British Mixed

Bangladeshi  White & Asian

Indian  White & Black African

Pakistanti  White & Black Caribbean

Any other Asian background  Any other mixed background

Black or Black British White

African  British

Caribbean  Irish

Any other Black background  Any other White background

Other Ethnic groups

Chinese

Any other ethnic groups

I do not wish to disclose this

**Gender**

Male  Female  I do not wish to disclose

**Equality Act 2010**

The Equality Act 2010 legally protects people from discrimination in the workplaces and wider society including on grounds of disability.  You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily actives.

If you tell us that you have a disability we can make reasonable adjustments to where you work and at interview.

Do you consider yourself to have a disability?  Yes  No

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| If ‘Yes’, please give details in the space provided. |

|  |  |
| --- | --- |
| Name: | Date: |