

CONFIDENTIAL

Job Application Form

Post Title:

Applicant Ref No:

Post Ref No:

Please complete and return by email Diane Ganning, Finance, Office & Governance Manager, email dganning@backonthemap.org. Completed forms should be returned no later than 12 noon Monday 30th November.

Equal Opportunities Monitoring

The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested on Part C is used for checking convictions and is also not seen by the recruitment panel. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination.

Sensitive Data Consent: We use your data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We use your information for the purposes of equal opportunities monitoring. This means holding, collecting, recording, using, sharing and deleting your information. We keep your information for 3 months after and your data is stored securely and confidentially in a locked cabinet with limited access by the Chair/s, Chief Executive, Deputy Chief Executive and Finance and Governance Officer. Back on the Map does not share your information with Third Parties, The Data Controller is the Charity Board & Enterprise Board. You can at any time ask to be forgotten by speaking to a member of senior management. Should your application for employment be successful and you are appointed for the purposes of HR your data will also be held on our Google Apps for Work Cloud system. We keep your information for the duration of your employment and for 12 months after. In completing this form you explicitly consent for the sensitive data you give us to be used in the way we've described above.

Part A

Personal Details

Surname:	Previous Names:	First Name:
Address:		Telephone:
		Mobile:
Email:		

Equal Opportunities

Gender: Male:	Female:	D.O.B:
<p>The Disability Discrimination Act 1995 states that "a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities". Do you consider yourself disabled? Yes/No (Delete as appropriate)</p>		
<p>Ethnic Origin - Please highlight one of the boxes below, choosing the category which you think best describes your ethnic origin. Please note that we are asking about the broad ethnic group you are in and not your nationality, place of birth or citizenship. United Kingdom citizens can belong to any of the categories shown.</p>		
White: British	White: Irish	White - Other
Black - Black British	Black - African	Black - Caribbean
Black - Other	Mixed Ethnic Background	Asian - Chinese
Asian - Bangladeshi	Asian - Indian	Other:
<p>I confirm that the information I have given on this form is correct and complete.</p>		

Signed: _____ Date: _____

Part B

Current Job	
Employer's Name & Address:	Job Title:
	Salary:
	Notice Period:

Employment History		
Employer & Job Title	Date of Employment From: To:	Reason for Leaving

Education, Training & professional Qualifications			
Educational Establishment or Institution	Qualification	Grade:	Date Achieved:

How do you meet the requirements of the post?

Relevant Experience

Relevant Skills & Knowledge

Attitude, Approach & Personal Qualities

Additional Information

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References	
Reference 1:	Reference 2:
Email:	Email:
Telephone:	Telephone:
Note: As the job you are applying for may involve access to children, older or vulnerable people, we reserve the right to contact any of your previous employers for a reference.	

Absence from Work
How many sick days have you had in the last 2 years?

Reasonable Adjustments
Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? (If yes, please give details)

Declaration of Relationships
If you have any relationship with any employee, trustee or director of Back on the Map, please state the name(s) and nature of relationship(s);
Note: If you canvas any Employee of Back on the Map, directly or indirectly for this appointment, or if you fail to disclose a relationship, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Part C

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children, older and/or vulnerable people. Therefore you are required to provide details of all convictions in the box below, even if they are classified as 'spent'. If you are successful in this recruitment process the company will then obtain a disclosure from the Disclosure & Barring Service (BDS) about you, irrespective of whether you tick Yes or No. This will be discussed with you at the time of your appointment. The information gained will be used by the Company to check your suitability for the post.

Do you have a prosecution pending, or have you ever been convicted in court or been cautioned by the police, for any offence, including those classified as "spent" under the Rehabilitation of Offenders Act 1974?

Yes:

No:

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence.

I confirm that the information that I have given in this box is true, correct, complete and up to date.

Signed:

Date:

Privacy Notice: We use your data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 for the purpose of assessing your suitability for the role you've applied for, including obtaining references. This means holding, collecting, recording, using, sharing and deleting your information. We keep your information for 3 months after and your data is stored securely and confidentially in a locked cabinet with limited access by the Chair/s, Chief Executive, Deputy Chief Executive, Finance and Governance Officer. Back on the Map does not share your information with Third Parties unless by Lawful Authority. The Data Controller is the Charity Board & Enterprise Board. You can at any time ask to be forgotten by speaking to a member of senior management. Should your application for employment be successful and you are appointed for the purposes of HR your data will also be held on our Google Apps for Work Cloud system. We keep your information for the duration of your employment and for 12 months after. The processing of this data is necessary for contract and in signing this form you are explicitly consenting for the data you give us to be used in the way we've described above.

Signed:

Date: