Candidate No.:

**Important Notes:**  (*office use only)*

Please complete the form in black ink or type to assist in photocopying.

If you complete the form by hand, please use BLOCK CAPITALS.

Sections A - C and G (first and last page) will be detached from the rest of the application and that information will not be available to the shortlisting panel.

**CLOSING DATE: 12 Noon Monday 17 October 2022**

|  |  |
| --- | --- |
| **POST APPLIED FOR** | **Part Time Bereavement Support Worker** |

**Data Protection 1998**

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

**SECTION A - PERSONAL DETAILS**

|  |  |
| --- | --- |
| Family name (e.g. surname) | Surname at birth/previous surnames |
| Forename(s) | Preferred name |
| Title (e.g. Mr, Ms, Mrs, Miss, Dr) |  |
| Current address | Post code |
| Email address |  |
| Telephone numbers | Home |
|  | Work (if convenient) |
|  | Mobile |
| Do you hold a current driving license? | Yes 🞏 No 🞏 |
| Do you have access to a car? | Yes 🞏 No 🞏 |

**SECTION B – QUALIFICATIONS, TRAINING AND PROFESSIONAL MEMBERSHIP**

Only complete this section if you have any qualifications and/or membership of a professional body that is/are relevant to the post. You should include details of any equivalent overseas qualifications. Please note that original certificates may need to be produced. In addition, we want to know about any other training you have received which may be relevant to the job for which you are applying. Remember to include “on the job” training, which you didn’t go somewhere else for, such as distance learning.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/college university | From | To | Qualification/Training | Level and Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Professional body | Membership number | | Membership status | Since |
|  |  | |  |  |
|  |  | |  |  |

Please provide details of any higher education undertaken

|  |  |  |  |
| --- | --- | --- | --- |
| University or college | Degree or qualification obtained | Dates | Duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please provide details of any professional qualifications held not listed above

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Relevant/awarding body | Dates | Duration |
|  |  |  |  |
|  |  |  |  |

Please provide details of any other training you have received relevant to this application:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of course | Provided by | Dates | Duration |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**SECTION C - EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| Current/last employer’s name |  |
| Nature of business |  |
| Position held |  |
| Date appointed: | Date left (if applicable) |
| Name and job title of your manager |  |
| Salary scale £ to | Present salary £ |
| Reason for leaving |  |
| Notice Period |  |
| Please give a brief outline of your duties and responsibilities | |

**Previous Employment- most recent first** (Please continue on an additional sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of previous employer(s) | Position held | From | To | Brief description of main duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Voluntary or unpaid work** Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past. (continue on an additional sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of organisations for whom you have volunteered | Position held | From | To | Brief description of main duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Gaps in employment** Please tell us about any gaps in your employment history. Please note you may be asked about these at interview. (continue on additional sheet if necessary)

|  |  |  |
| --- | --- | --- |
| From | To | Reason |
|  |  |  |
|  |  |  |
|  |  |  |

SECTION D - SUPPORTING STATEMENT

The supporting statement gives you an opportunity to tell us more about yourself and your suitability for the role.

Please tell us how you meet the requirements listed in the person specification. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience. If necessary, please continue on an additional sheet of paper to complete this and write your name, job/role title and reference number on any additional sheet. Make sure you number them and attached them securely to your application form

|  |
| --- |
|  |

**REFERENCES**

|  |
| --- |
| Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner will not be accepted. If you are self-employed or have not previously been employed, a suitable character reference must be used.  If the post you are applying for involves work with children and protected adults, and you have worked in these sectors previously, one reference must be able to make reference to your work with vulnerable groups, including children. Please indicate whether referees may be approached prior to interview or not.  References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee and so that they can expect our request |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Relationship to you |  | Relationship to you |  |
| Position held |  | Position held |  |
| Organisation |  | Organisation |  |
| Address  Postcode |  | Address  Post code |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |
| Can we contact before interview? Yes 🞏 No 🞏 | | Can we contact before interview? Yes 🞏 No 🞏 | |

**Returning this application form**

Return your completed application and self-declaration form to:

Email applications are acceptable and should be sent to [k.scoular@richmondshope.org.uk](mailto:k.scoular@richmondshope.org.uk) You will be asked to sign a declaration form if you are invited for interview.

Late applications will not normally be considered.

**SECTION E – GENERAL INFORMATION**

*\*Insert/delete as appropriate*

The successful candidate for this post will be required to obtain PVG scheme membership for working with children and protected adults. Refer to the application form guidance notes for more information.

\*Are you an existing member of the PVG scheme? Yes No

Should any issues be identified in this process that were not detailed on the application form, this may be deemed grounds for instant dismissal.

|  |
| --- |
| **Your right to work in the UK**  We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm you have a right to work in the UK and that you have documentary evidence for this.  Visit:  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441957/employers_guide_to_acceptable_right_to_work_documents_v5.pdf> for a list of acceptable documents).  You will be asked to bring evidence with you if you are called for interview.  ‘I confirm that I have a right to work in the UK and that I have documentary evidence for this’  Yes 🞏 No 🞏  Do you need a work permit to take up this post?  Yes 🞏 No 🞏 |

|  |
| --- |
| **Access requirements for applicants with a disability**  We welcome applications from people with a disability and the organisation will take all reasonable steps to remove any barriers you may otherwise face when attending an interview. Please tell us below about any adjustments we may need to make to assist you at interview. |

## DECLARATION

|  |
| --- |
| By signing this declaration, you are agreeing with the statements below, which may be referred to in the future.   * I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information * I have not attempted to influence an employee of Richmond’s Hope in connection with this application * I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated. * I give consent for Richmond’s Hope to request employment/academic information about me, for reference purposes, and held in accordance with the Data Protection Act 1998. * I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.   I declare that to the best of my knowledge and belief, all particulars I have given in this and any accompanying pages of the application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.  I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory PVG scheme membership results (if applicable to the post being applied for) and a probationary period. I authorise Richmond’s Hope to verify information contained in this application via telephone, e-mail, or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions and health information should this be necessary for this post.  A privacy notice relating to the data we collect and hold on you during the recruitment process is attached to this application form. If you have any questions on this, please direct them to the signatory on the attached letter.  Signature Date |

**FOR OFFICE ADMINISTRATION USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate No.** |  | **Invite for interview?** | Yes 🞏 No 🞏 |
| **Interview Date** |  | **Appoint?** | Yes 🞏 No 🞏 |

SECTION F - EQUAL OPPORTUNITIES MONITORING

|  |
| --- |
| Richmond’s Hope Equal Opportunities Policy aims to ensure that individuals are not discriminated against on the grounds of race, colour, culture, ethnic origin, religion, gender, disability, marital status, responsibility for dependants, sexual orientation or age. In order to monitor the effectiveness of the policy, all job applicants are asked to complete this form. The information will be used for monitoring purposes only.    Please complete all sections of the questionnaire below by placing a tick (✓) or by providing information where appropriate in the classification box applying to you in each section. |

GENDER AND SEXUAL ORIENTATION

|  |
| --- |
| Female 🞏 Male 🞏  Lesbian 🞏 Gay 🞏 Bisexual 🞏 Transgender 🞏 Heterosexual 🞏 Prefer not to Say 🞏 |

AGE

|  |
| --- |
| Under 21 🞏 22 - 34 🞏 35 - 49 🞏 50 - 64 🞏 65+ 🞏 Prefer not to Say 🞏 |

## DISABILITY

|  |
| --- |
| Do you have a recognised disability as outlined in the Equality Act 2010 a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?  Disabled 🞏 Please state what that disability is:  Not Disabled 🞏  Prefer not to Say 🞏 |

ETHNIC ORIGIN

|  |
| --- |
| Individuals should determine with which of the undernoted categories they most closely associate themselves having regard to their ethnic or cultural background:  White – Scottish 🞏 Asian - Indian 🞏 Black-Caribbean 🞏  White – Other British 🞏 Asian – Pakistani 🞏 Black – African🞏  White – Irish 🞏 Asian – Bangladeshi 🞏 Black – Other 🞏  White – Other 🞏 Asian – Chinese 🞏 Other 🞏  Asian – Other 🞏 |

Position applied for:

Where did you see the vacancy advertised?