Job Application Form

Part 1

This section of the application form will not go to the panel as part of the shortlisting process, it will be kept separate by HR.

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| --- | --- |
| Position applied for: |  |
| Candidate number: (HR to complete) |  |

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Preferred Name |  |
| AddressPostcode |  |
| Mobile |  | Home: |  |
| Email |  |

**Disability:**

Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Reasonable adjustments will be made should be invited to interview.

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| Do you have a disability under the definition of the Equality Act 2010?  |
| If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post. |
|  |

**Eligibility to work in the UK:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK and provide documentation? | Yes |  | No |  |
| Are your required to have a work visa? | Yes |  | No |  |

**Safeguarding:**

The Marylebone Project is committed to safeguarding as an integral part of the activity of the project and as part of Church Army. We believe everyone who participates with The Marylebone Project’s activities is responsible for promoting a safe place whether they directly work with adults at risk or not.

The job pack will tell you whether this role is eligible for a police check and whether the role involves regulated activity.

**If your role does not require a police check, you are not obliged to complete this section** so any information you do give will be voluntary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence which is not a ‘spent’ conviction under the Rehabilitation of Offenders Act (1974) in the UK? | YES |  | NO |  |
| If Yes, please provide further details: |
| Have you ever been convicted of any offences under the 1958 Adoption Act as amended by the 1975 Children Act? | YES |  | NO |  |
| If Yes, please provide further details: |
| Have you ever been found guilty of violence, cruel, indecent, or dishonest behaviour in any serious disciplinary proceedings?  | YES |  | NO |  |
| If Yes, please provide further details: |
|  Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with, young people or vulnerable adults?  | YES |  | NO |  |
| If Yes, please provide further details: |

**Conflict of Interest:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been a service user at the Marylebone Project? | YES |  | NO |  |
| If Yes, please provide further details: |
| Do you know any past/current service users at the Marylebone Project? If Yes, please provide further details: |
| Do you know anyone that currently works at the Marylebone Project (paid or voluntary)?  | YES |  | NO |  |
| If Yes, please provide further details: |

**Further Details:**

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| When are you available to take up this post? |
|  |
| How did you become aware of this post?  |
|  |

**Diversity Monitoring:**

The Marylebone Project is committed to equal opportunities and we see diversity as a strength. Therefore, we are keen to monitor diversity across our people so we can continue to develop and improve our practice and policy. Completion of this section is voluntary, and the information you supply will be kept confidential and stored securely. The information supplied is not shared outside of HR and does not form part of the shortlisting process.

**Please tick the appropriate boxes**:

|  |  |
| --- | --- |
| Age | [ ] 16 - 24 [ ]  25 - 34 [ ]  35 - 44 [ ]  45 - 54 [ ]  55 - 64 [ ]  65+  |
| What best describes your gender? | [ ] Female[ ]  Male [ ]  Non-binary [ ]  Prefer to self-describe: ………………………………………………………… [ ]  Prefer not to say  |
| How would you describe your sexual orientation? | [ ]  Bisexual [ ]  Gay man [ ]  Gay woman/ lesbian [ ]  Heterosexual/straight [ ]  Prefer to self-describe: ………………………………………………………….[ ]  Prefer not to say  |
| How would you describe your ethnic origin? | **Asian or Asian British**[ ]  Bangladeshi [ ]  Chinese [ ]  Indian [ ]  Pakistani [ ]  Other (Please specify ………………………………………………………...….) **Black or Black British** [ ]  African [ ]  Caribbean [ ]  Other (Please specify ………………………………………………………...….)**Mixed**[ ]  Asian and White[ ]  Black African and White [ ]  Black Caribbean and White [ ]  Other (Please specify ………………………………………………………..….)**White**[ ]  British [ ]  English [ ]  Gypsy or Irish Traveller[ ]  Irish [ ]  Northern Irish [ ]  Scottish [ ]  Welsh [ ]  White European[ ]  Other (Please specify ………………………………………………………...….) [ ]  **Other Ethnic Group**Please specify …………………………………………………………...……………….[ ]  **Prefer not to say**   |
| How would you describe your religion or belief? | [ ]  No religion or belief [ ]  Buddhist [ ]  Christian/Catholic (All denominations)[ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  Other (Please specify ………………………………………………………...….)[ ]  Prefer not to say  |
| Do you consider yourself to have a disability or long-term health condition? | [ ]  Yes [ ]  No [ ]  Prefer not to say If you have answered yes, please indicate the type of impairment / condition which applies to you. We recognise that people may have more than one type of impairment / condition, in which case please mark all that apply.[ ]  Physical impairment/condition[ ]  Mental Health impairment/condition[ ]  Learning impairment/condition[ ]  Long-term injury or health condition[ ]  Other (Please specify ………………………………………………………..….)[ ]  Prefer not to say  |

Declaration:

I confirm that:

* The information provided in this application is true and correct to the best of my knowledge.
* I understand any false knowledge may disqualify my application.
* I consent to Church Army processing my data including any “sensitive data” as is necessary to do so during the recruitment and selection process.

Signed: ……………………………………………………………………………… Date: …………………….……….

Part 2

|  |  |
| --- | --- |
| Position applied for: |  |
| Candidate number: (HR to complete) |  |

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| **Section 1 – Education & Training**  |
| **Dates attended****(From and to)** | **Institution, city, and country** | **Field of study / training** | **Degree, Diploma, or certificate** |
|  |  |  |  |
| **Are you currently employed or in full-time education?**  | **If YES, how much notice do you have to give?** |

|  |
| --- |
| **Section 2 – Employment History** Please list only employment lasting 3 months or more. Please begin with present or most recent employer.  |
| **Employer:** **Address:** **Based at:** | **Job title:** **Salary:** **Dates of employment (month/year):** **Reason for leaving:**  |
| **Brief Job Description:**  |
| **Employer:** **Address:** **Based at:** | **Job title:** **Salary:** **Dates of employment (month/year):** **Reason for leaving:**  |
| **Brief Job Description:** |
| **Employer:** **Address:** **Based at:** | **Job title:** **Salary:** **Dates of employment (month/year):** **Reason for leaving:**  |
| **Brief Job Description:** |
| **Section 3 – Summary of skills and experience** **(Paid and/or Voluntary work experience)**Please summarise your experience, skills, knowledge and understanding, linking to the requirements of this job, as set out in the person specification.Please use each of the person specification points (combining points as appropriate) and provide examples of how you meet our requirements. |
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| **Section 4 – References** Please provide names and contact details for 2 referees. References should be provided by previous employers, wherever possible. Relatives and partners are NOT acceptable as referees. References may be taken up before interview unless you request otherwise. We reserve the right to contact any of your previous employers.  |
| **Referee 1****Name:** **Address:**  | **Email:** **Tel Number:****How did you know him/her:**  |
| **Referee 2****Name:** **Address:**  | **Email:** **Tel Number:** **How did you know him/her:** |