**Marches Family Network**

Application for a Post

If you are completing this form by hand, please use black ink.

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| Position applied for: |  |

Please indicate if you are under 17 as due to our insurance under 17’s can only be considered as volunteers. Y/N

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| **Personal Information** | |
| Surname: |  |
| Forename(s): |  |
| Title e.g. Mr, Mrs, Miss |  |
| House number/name: |  |
| Street: |  |
| Town/city: |  |
| County: |  |
| Post code: |  |
| Home telephone: |  |
| Mobile number: |  |
| Home email address: |  |
| Disability | Do you consider yourself to have a disability? Please state yes or no. |
| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. |  |
| Do you hold a current driving licence | Yes/No |
| Do you have access to a car | Yes/No |

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| **References**  Please give contact details for two referees who will be prepared to provide character and work experience references for you. One referee should be your present or most recent employer. If this is not the case, please state why. | |
| Referee one | |
| Name: |  |
| Title e.g. Mr, Mrs, Miss: |  |
| Job title: |  |
| Occupation: |  |
| Relationship to you: |  |
| I do / do not give permission for you to contact this referee prior to an offer being made | |
| Address: |  |
| Telephone: |  |
| Email address: |  |
| Referee two | |
| Name: |  |
| Title e.g. Mr, Mrs, Miss: |  |
| Job title: |  |
| Occupation: |  |
| Relationship to you: |  |
| I do / do not give permission for you to contact this referee prior to an offer being made | |
| Address: |  |
| Telephone: |  |
| Email address: |  |

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| Are you related to a member of staff, volunteer, trustee or service user | Yes/No  If yes, please give name and details of relationship. |

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| **Employment History**  Provide details here of your employment history starting with your current or most recent employer. Include any voluntary or unpaid work that you may have done, that is relevant to the role. Please note any other employment you would continue if you were to be successful in obtaining this position. | | |
| Employer Name and Address and Dates Employed From and To | Job Title and Duties | Reason for Leaving |
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| Continue on a separate sheet if necessary | | |

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| **Qualifications**  Please state separately here all qualifications, levels and dates achieved. If an overseas qualification, state UK equivalent. | | |
| Qualification | Grade/level achieved | Year achieved |
| e.g. GCSE English | C | 1998 |
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| Continue on a separate sheet if necessary | | |

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| **Relevant Skills, Knowledge and Experience**  Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). Pay particular attention to what you believe you can contribute to the post and what positive differences you might make. Please use the job description and person specification for guidance. Please use a separate sheet if necessary |
| **Leisure**  Please note here your leisure interests, sports, hobbies and other pastimes |

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| **Disclosure and Barring Service (DBS) Declaration**  If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. Because the post you are applying for is working with children and vulnerable adults, you MUST state any convictions, bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All posts with Marches Family Network are subject to a satisfactory enhanced DBS Disclosure. Please give details of: | |
| Any convictions (including driving offences). State “None” if there are none. | |
|  | |
| Disqualifications from driving or professional duties. State ‘None” if there are none. | |
|  | |
| Data Protection  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process in accordance with its [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/) / [policy on processing special category personal data and criminal records data](https://www.xperthr.co.uk/policies-and-documents/policy-on-processing-special-category-personal-data-and-criminal-records-data/163520/). Information about how your data is used and the basis for processing your data is provided in the organisation's [job applicant privacy notice](https://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice/162692/). | |
| **Declaration**  I declare that the information I have provided in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal. | |
| Name: |  |
| Date: |  |
| Signature: |  |

**Please Return this form to:**

Mrs Rae Chambers, (Manager)

Marches Family Network

Mortimer House, Holmer Road, Hereford HR4 9TA

[deputymanager@marchesfamilynetwork.org.uk](mailto:deputymanager@marchesfamilynetwork.org.uk)

**Marches Family Network**

Equality and Diversity Monitoring Form

Marches Family Network wants to meet the aims and commitments set put in our Equality Policy. This includes ensuring that our services are accessible to all and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and cooperation to enable us to do this, but completing this form is voluntary.

Your answers will be treated in the strictest confidence and will not be used to identify you. The Equality and Diversity Monitoring form will not be seen by the selection panel. It will be detached, and the information used for monitoring purposes only.

**Assigned Birth Gender** Male [ ] Female [ ] Prefer not to say [ ]

**Gender Identity** Man [ ] Woman [ ] Intersex [ ]

Non-binary [ ] Prefer not to say [ ]

If you prefer to use another term, please specify here ……………………………………………….

**Are you married or in a civil partnership?** Yes [ ] No [ ] Prefer not to say [ ]

**Age** 16-24 [ ] 25-29 [ ] 30-34 [ ] 35-39 [ ] 40-44 [ ]

45-49[ ] 50-54 [ ] 55-59 [ ] 60-64 [ ] 65+ [ ] Prefer not to say [ ]

**What is your sexual orientation?** Heterosexual [ ] Gay [ ] Lesbian [ ] Bisexual [ ] Prefer not to say [ ]

If you prefer to use another term, please specify here ……………………………………

**Do you consider yourself to have a disability or health condition?**

Yes **[ ]** No [ ] Prefer not to say [ ]

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your religion or belief?**

No religion or belief [ ] Buddhist [ ] Christian [ ] Hindu [ ] Jewish [ ] Muslim [ ] Sikh [ ] Prefer not to say [ ]

If other religion or belief, please write in:…………………………………………………………………

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background

**A White:**

British [ ]   English [ ] Scottish [ ] Welsh [ ] Northern Irish [ ] Irish [ ] Gypsy or Irish Traveller [ ]  Prefer not to say [ ]

Other White background, please specify:……………………………………………….……………………

**B Mixed/Multiple ethnic groups:**

White and Black Caribbean [ ] White and Black African [ ] White and Asian [ ]

Prefer not to say  [ ]

Other Mixed/Multiple ethnic background, please specify:……………..……………………………………………

**C Asian, Asian British:**

Indian [ ] Pakistani [ ] Bangladeshi [ ] Chinese [ ]

Prefer not to say [ ] Other Asian background, please specify:……………………………

**D Black, African, Caribbean, Black British:**

African [ ] Caribbean [ ]   Prefer not to say [ ]

Other Black, African, Caribbean background, please specify:……………………………..………….……………

**E Other ethnic group:**

Arab [ ]   Prefer not to say [ ]

Other ethnic group, please specify:…………………………………………….………………….…………….

**What is your current working pattern?**

Full-time [ ] Part-time [ ] Prefer not to say [ ]

**Do you have caring responsibilities? If yes, please tick all that apply**

None [ ]

Primary carer of a child/children (under 18) [ ]

Primary carer of disabled child/children [ ]

Primary carer of disabled adult (18 and over) [ ]

Primary carer of older person [ ]

Secondary carer (another person carries out the main caring role) [ ]

Prefer not to say [ ]