**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: |  |

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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: |  |
| National Insurance Number |  |
| Disability | Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995? Please state yes or no. |
| Do you hold a current driving licence | Yes/No |
| Do you access to a car | Yes/No |
| 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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| **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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| **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. | |
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| Disqualifications from driving or professional duties. State ‘None” if there are none. | |
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| **8 Fair Obtaining Notice**  The Data Protection Act 2018 gives rights to you about how your personal data is obtained and used by Marches Family Network (the ‘data controller’) when you fill in this form. The information you provide will be used to process this form only for this purpose. For further information, please read our privacy statement which can be obtained on request at our registered office c/o Mortimer House, Holmer Road, Hereford, HR4 9TA | |
| **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:**

Kelly Turner ( Recruitment and Development)

Marches Family Network

Mortimer House, Holmer Road, Hereford, HR4 9TA

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

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| **Diversity Monitoring Form**  The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you.  The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.  **Data Protection Act 1998**  The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act. | | | | | |
| Gender | Male | Female | Other | | Please check one box |
| DOB yyyy |  | | | | |
| Age group | 16 – 24 | 25 – 44 | 45 – 64 | | 65 – 74 75 + |
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| **Disability** | | | | | |
| Marches Family Network is positive about employing people with disabilities. All disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick ‘yes’ to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.  If you are invited for interview, please inform the Deputy Manager of any requirements you may have for the interview. We guarantee to interview any applicant with a disability, who meets the requirements of the post. | | | | | |
| Do you consider yourself to have a disability? | | | | Yes | No |
| Deaf/hard of hearing/acute hearing | | | |  | |
| Blind/partially sighted/sensitive to light | | | |  | |
| Progressive/chronic illness (e.g. MS, cancer) | | | |  | |
| Mobility difficulties | | | |  | |
| Learning disability or difficulty | | | |  | |
| Mental health | | | |  | |
| Other (please specify): | | | |  | |
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| **Sexual orientation** | | | | | |
| Heterosexual Gay Bisexual Lesbian Prefer not to say | | | | | |
| **Your religion/belief** | | | | | |
| Christian Muslim Jewish Hindu Sikh Buddhist None Atheist/agnostic Other | | | | | |

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| **Ethnicity** |
| White British Irish Traveller Romany/Gypsy Other White background (please specify): |
| Black or Black British African Caribbean Other Black background (please specify): |
| Asian or Asian British Indian Pakistani Bangladeshi Other Asian background (please specify): |
| Chinese or Chinese British Chinese Other Chinese background (please specify): |
| Mixed or Mixed British White & Black African White & Black Caribbean White & Asian White & Chinese  Other Mixed background (please specify): |
| **Your national identity** |
| English Scottish British Welsh Irish Other (please specify): |
| **Where did you see this role advertised?** |
| Please specify |
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