**Job Application Form**



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**Thank you for applying for this job. Please ensure you have read the attached information sheet and take care to complete all the sections of the form.**

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| **Position applied for:**  **Service:**  **Job reference:** |

#### Please complete your name and contact details:

|  |  |
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| **Title:**  **Surname:**  **First Names:**  **Home Address:**  **Town:**  **Postcode:** | **Telephone number:**  **E-mail address:** |

#### Employment and Volunteering History

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| **Please tell us briefly about your work or volunteering positions, and provide some brief points about each role. You can provide more detail about particular roles in the supporting statement. Please explain any gaps between roles e.g. education, travelling, illness.** | | | | |
| **Employer name:** | **Dates**  **From To** | | **Role title** | **Briefly describe main duties and responsibilities of the role.** |
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#### Qualifications & Training

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| Please tell us about your education and any qualifications or training you think might be relevant to this role. | | | |
| Name of institution (e.g. school, college, university or other) | Dates attended  From To | | Qualification(s) and grade (if applicable) |
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### Supporting Statement

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| We need to understand how your life and work experience, and your interests correspond with the skills and abilities required for this role.  **Please let us know how you meet each of the criteria listed in the person specification; your application will be scored on this basis, and the highest overall scoring candidates will be selected to be interviewed. Please only use the space provided below, which is limited to 17,000 characters i.e. approximately 3 pages. Please do not add any separate pages or documents.** |
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| Please use this space to add anything else you think it would be useful for us to know about you or your experience. |
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#### References

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| If you are offered this role, we will request references after we receive your written job offer acceptance. Please provide contact details of two people we should contact for a reference. Preferably, one of these should be your present or most recent employer. | |
| First referee (if possible, present/most recent employer) | |
| Name:  Organisation:  Position: | Address:  Postcode:  E-mail:  Telephone No: |
| **Second referee** (someone who has known you in a work, education or volunteering capacity for any length of time **or** someone who has known you in a different capacity for more than 5 years.) | |
| Name:  Organisation:  Position: | Address:  Postcode:  E-mail:  Telephone No: |

If we offer you this role, we will ask you to declare whether you have a criminal record and to state details of any convictions. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position, and the circumstances and background of the offences committed.

We will also ask you whether you need a permit to work in the UK.

**Please read and sign the declaration on the next page.**

###### Declaration

I declare that to the best of my knowledge the information given in this form is correct and I understand that false information may lead to termination of employment or the withdrawal of a job offer.

I understand the following:

* You will use the information I have provided to for shortlisting purposes for the specific role.

* If I am not shortlisted, the information will be destroyed after 6 months.
* I am recruited to the role the information will be kept throughout my employment and for one calendar year following my leaving the organisation. After this time a record will be kept of my dates of employment, this is for the purpose of providing references only.
* The attached Equalities, Diversity and Inclusion Monitoring Form will be separated prior to shortlisting and anonymised statistical data from this will be used for our equalities and diversity monitoring.
* I give my consent to Impact Initiatives to seek references after I submit my written acceptance of any job offer which I may receive.
* I understand that I will need to undergo and pass a Right to Work in UK check, in addition to an Enhanced DBS check if stated in the job description.

Signature:       Date:

(Type your name if submitting by email.)

PLEASE RETURN YOUR APPLICATION FORM TO:

**By email:** [recruit@impact-initiatives.org.uk](mailto:recruit@impact-initiatives.org.uk)

**OR**

**By post:** Administration Officer, Impact Initiatives, 19 Queens Road, Brighton, East Sussex, BN1 3XA



**CONFIDENTIAL EQUALITY, INCLUSION**

**AND DIVERSITY MONITORING FORM**

Impact Initiatives strives to be an Equal Opportunities employer: we are committed to ensuring our recruitment and selection process is inclusive, fair, consistent and transparent, and that job opportunities are accessible to as wide and diverse an audience as possible. We will take positive action where needed to increase diversity and build a workforce reflective of the people and communities we work with, and which reflect the demographics and geographical areas we work in. Impact Initiatives is also committed to monitoring the implementation and effects of our Equality and Inclusion Policy and reviewing and updating it at regular intervals to monitor and react to the effects of our actions.

To help us to monitor our recruitment and selection processes in relation to our equalities, inclusion and diversity ambitions, we ask for your co-operation in completing this form.

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| Post applied for: |

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| **PERSONAL DETAILS** | |
| Nationality: | Gender or gender identity: Male  Female  Non-Binary |
| Date of birth: |

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| **DISABILITY** | | | | | |
| The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial long-term effect on the ability to carry out normal day-to-day activities’ | | | | | |
| Do you consider yourself to have a disability or long-term health related issue? | | | | | Yes  No |
| If yes, please indicate which of the following is most appropriate to you: | | | | | |
|  | Specific learning disability | |  | Mental health condition | |
|  | General learning disability | |  | Long standing illness or health condition | |
|  | Deaf or serious hearing impairment | |  | Neurodiversity, e.g. autistic spectrum disorder | |
|  | Blind or serious visual impairment | |  | Prefer not to state | |
|  | Physical impairment or mobility issues | |  | Other type of disability – please specify below | |
| Other: | | | | | |
| C:\Users\Anoush Saeedvafa.Admin_Asst\Desktop\thumbnail_employer_small.jpg | | We are a Disability Confident Employer and guarantee an interview to disabled applicants who meet the essential criteria of a post. We may, therefore, need to disclose the fact that an applicant has indicated he/she has a disability or long-term health related issue (the nature of the disability or health issue will not be specified).  Please indicate here if you would prefer us to not disclose this information to the selection panel (if applicable) | | | |

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| **SEXUAL IDENTITY: Please tick one of the boxes below** | | | | | |
|  | Bisexual |  | Gay |  | Heterosexual |
|  | Lesbian |  | Other |  | Prefer not to say |

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| **RELIGION: Please tick one of the boxes below** | | | | | |
|  | Atheist |  | Buddhist |  | Christian |
|  | Hindu |  | Jewish |  | Prefer not to say |
|  | Sikh |  | Muslim |  | Other (please specify) |

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| **ETHNIC ORIGIN: Please tick one of the boxes below** | |
| **Asian or Asian British**  Bangladeshi  Indian  Pakistani  Any other Asian background | **Black or Black British**  African  Caribbean  Any other Black background |
| **Chinese or Chinese British**  Chinese | **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background |
| **White**  British  Irish  Other European  Any other White background | **Other ethnic background (please specify)** |
| **Prefer not to say** |

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| **Where did you see this post advertised?** | | | | |
|  | National Media |  | Impact Initiatives website | Other (please  specify): |
|  | Local media (e.g. The Argus,  Friday Ad etc.) |  | Recruitment website |

**Privacy disclaimer:**

The information provided here will be separated from the application form at the time it is received and will not be made available to those persons assessing candidates and making appointments. The information provided will be treated in strictest confidence and will only be seen by Recruitment Administrators and used for the purposes of monitoring. This information will be kept for up to three months during which time statistical data of all candidates and appointments made will be collated. This form will then be destroyed and anonymous statistics only retained for our monitoring purposes.