

Application form

Please complete all sections of this form using dark ink. We do not accept curriculum vitae in place of completed application forms.

Job applied for:

Location of job:

DELETE/TICK WHERE APPLICABLE

Your Personal Details

Ms/Miss/Mrs/Mr
(other please state)

Surname

Forename(s)

Address (including post code)

Home phone number

Mobile number

Email address

Work phone number

Do you require a work permit to work in the UK?

Yes No

If 'Yes', do you have a valid permit? Yes No

Your Current or Most Recent Employment

Job title

Name of employer

Address of employer

Nature of the business

Your main duties and responsibilities

Your References

All offers of employment are subject to the receipt of two satisfactory references. Please give the details of two referees, at least one of which should be your current employer or last employer if you are currently unemployed, who we can write to confidentially.

If you cannot provide two employer referees, please provide the name(s) of people who know you in a professional capacity eg an institute of education (school, college etc). Personal references from friends or family are not acceptable.

Name:		Name:	
Relationship:		Relationship:	
Address:		Address:	
Telephone:		Telephone:	
E-mail:		E-mail:	

Note: we will only contact your referees after interview and with your permission

The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001

Please read our guidance notes before completing this section

Due to the nature of the post for which you are applying, it is regarded as 'exempt' from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the above Order. As a result, applicants are not entitled to withhold information about convictions or police cautions which for other purposes are 'spent' under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could lead to dismissal or disciplinary action by the employer. Any information given will be treated as confidential and considered only in relation to this application.

Have you ever been convicted of a criminal offence by a court of law or received a police caution, even if spent? Yes No

If you have answered 'yes', please give details of the offence including dates. Having a criminal record will not necessarily be a bar to obtaining employment. However, withholding information which later comes to light could result in the offer of employment being withdrawn, or disciplinary action.

Your Health

Please give details of any illnesses over the past five years that have persisted for more than a week and of any ongoing treatment or disability (please continue on a separate sheet if necessary).

If selected, do you need assistance to attend the interview? Yes No

If yes, please complete the relevant section on the 'tear off' Diversity Monitoring Form

Supporting Information

Please use this section to tell us how you meet the person specification for the job by providing evidence/examples. We use the person specification to decide who to shortlist for interview. Please continue on a separate sheet if necessary but limit this to two additional sides of A4 paper. **You should not attempt to complete this section before reading the enclosed guidelines.**

Data Protection Statement

I certify that all the information provided in this application form, together with any other information that I may provide during the course of my application, is true and accurate to the best of my knowledge and belief, I understand and agree that:

1. any information I provide may be verified through personal or written contact in whatever manner is considered appropriate by Together and that any false or misleading statement may be sufficient cause for rejection or, if appointed, dismissal; and
2. the information that I have provided in this application form and any other personal data (including sensitive personal data) that I may provide during the application process or any period of employment with Together may be transferred to, held (in manual or electronic form) and used by Together and/or carefully vetted third parties who may process personal data on behalf of Together, for all purposes in connection with personnel and/or administrative matters including, without limitation, management planning or forecasting, and I expressly consent to such processing.

Signed:

Date:

Thank you for your interest in Together. Please now return this form to the address quoted on the covering letter that came with this application form.



Diversity Monitoring Form

Please complete all sections of this form using dark ink.

To help us monitor the effectiveness of our equal-opportunities (diversity) policy, we would be grateful if you were to complete this part of the application form.

The information you provide is separated from your application and is used solely for monitoring purposes.

To comply with the Data Protection Act the information you have given will be treated in the strictest confidence. The information you provide will help Together remain competitive and provide good quality services to those who rely on us.

PLEASE COMPLETE USING CAPITAL LETTERS

Job applied for:		Location of job:	
Forename		Surname	
Date of birth			
For some of our services it is a genuine occupational requirement to know the age of applicants who will be working in Together's registered homes.			
Do you have a physical or mental impairment that has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities? (This is the definition of disability contained in the Disability Discrimination Act.)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details of your disability:		
Please give details of any particular assistance that you would need if you are invited to attend an interview.			
Where did you see this job advertised?			

This information you provide will help us monitor whether we are placing our recruitment advertisements effectively in line with our equal opportunities policy.

Ethnicity Monitoring

Together welcomes diversity in the people we provide as service to and in our workforce. Diversity is not just seen as something to aim for but as something to be valued and an asset in delivering services to different people.

Together recognises that certain groups and individuals are discriminated against in society and is committed to ensuring that the equality of opportunity becomes an integral feature of all our activities. Together aims to eliminate discrimination on grounds of race, ethnicity, religion or belief, gender, sexual orientation, marital status, AIDS/HIV status, disability, age and history of mental health and addiction problems.

All employees are required to comply with Together's equal opportunities policy and co-operate with measures introduced by the Board of Trustees to implement and monitor it. Failure to do so will result in disciplinary action. Any employee having a complaint of discrimination or harassment is encouraged to raise the matter under Together's grievance procedure. The complaint will be fully examined and all possible actions taken to eradicate the problem.

Together appointments will be made in accordance with the equal opportunities policy.

For some of our services, it is a genuine occupational requirement to know the gender of applicants

Are you: Male Female

How do you identify your ethnic group? Please select:

<p>Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Black British <input type="checkbox"/> Any other Black background (Please specify) <input type="checkbox"/></p>	<p>Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Asian British <input type="checkbox"/> Any other Asian background (Please specify) <input type="checkbox"/></p>
<p>White British <input type="checkbox"/> Irish <input type="checkbox"/> European <input type="checkbox"/> Any other White background (Please specify) <input type="checkbox"/></p>	<p>Chinese or other ethnic group Chinese <input type="checkbox"/> Chinese British <input type="checkbox"/> Any other Chinese background (Please specify) <input type="checkbox"/></p>
<p>Mixed White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black British <input type="checkbox"/> Any other mixed background (Please specify) <input type="checkbox"/></p>	<p>Arab or Middle Eastern Arab <input type="checkbox"/> North African <input type="checkbox"/> Any other Middle Eastern background (Please specify) <input type="checkbox"/></p>
<p>Undisclosed Undisclosed or do not wish to answer <input type="checkbox"/></p>	