Application form

Please complete this form electronically and return it by email. If for any reason you need to complete it by hand, please use dark ink. We do not accept a curriculum vitae in place of completed application forms.

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| Job applied for: |  | Location of job: |  |

DELETE/TICK WHERE APPLICABLE

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| Your Personal Details | |
| Ms/Miss/Mrs/Mr/Mx Surname  (other please state) |  |
| 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 |

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| Your Current or Most Recent Employment | | | | | |
| Job title | |  | | | |
| Name of employer | |  | | | |
| Dates of employment | |  | | | |
| Address of employer | |  | | | |
| Nature of the business | |  | | | |
| Your main duties and responsibilities | |  | | | |
| Your Previous Employment  Full history including any gaps in employment and reasons – continue on a separate sheet if necessary | | | | | |
| Dates  From & To: | Position held | | Employer’s name | Nature of business | Reason for leaving |
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| Your Education, Training and Personal Development  Please tell us about all your educational achievements (school, college, etc.). Please also include any relevant short training courses and professional membership/qualifications. | | |
| Where achieved? | Achievements and grades | When (dates)? |
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| 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, whom 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, e.g. 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

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| 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 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? ❑ 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. |
| Note: Applicants who are offered employment or work that involves contact with vulnerable people will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. |

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| 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 whom 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 email address quoted on the covering letter that came with this application form. |

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| Equal Opportunities Statement |
| Together welcomes diversity in the people we provide a 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 equality of opportunity becomes an integral feature of all our activities. Together aims to eliminate discrimination on grounds of race, ethnicity, religion, 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 cooperate 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 action taken to eradicate the problem.  All Together appointments and promotions will be made in accordance with the equal opportunities policy. |

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| **Where did you see this job advertised?** |
| Newspaper/website/from a friend/etc. |
| This information will help us monitor whether we are placing our recruitment advertisements effectively in line with our equal opportunities policy. |

Together: Working for Wellbeing Charity no: 211091

**Diversity Monitoring Information**

We ask our staff, volunteers and service users to complete our Diversity Monitoring Form to enable us to monitor the effectiveness of our approach to equality and diversity and therefore ensure that we deliver the best possible service outcomes.

Information that you provide will be used solely to help us monitor our performance. In accordance with the Data Protection Act, all information will be treated in the strictest confidence.

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| **What gender are you?** | |
| Male | Prefer to use my own term (write below) |
| Female | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

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| **Is your gender identity the same as the gender you were assigned at birth?** | |
| Yes | Do not wish to answer |
| No |  |

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| **What is your age?** | |
|  | Do not wish to answer |

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| **How would you describe your faith / belief / religion?** | |
| No religion  Christian  (including CofE, Catholic, Protestant and all other Christian denominations)  Buddhist  Hindu | Jewish  Muslim  Sikh  Do not wish to answer  Other (write below)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

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| **What is your sexual orientation? (*Categories suggested by Stonewall*)** | |
| Bisexual | Lesbian / gay woman |
| Gay man | Do not wish to answer |
| Heterosexual / straight | Other (write below) |
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| **How do you describe your ethnic origin? (Categories from the Office of National Statistics)**  Choose **one** section from A to F, then tick **one** box to best describe your ethnic group or background | |
| **A White** | **B Mixed / multiple ethnic groups** |
| English / Welsh / Scottish / Northern  Irish / British  Irish  Gypsy or Irish Traveller  Any other white background (write below)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | White and Black Caribbean  White and Black African  White and Asian  Any other Mixed / multiple ethnic  background (write below)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **C Asian / Asian British** | **D Black / African / Caribbean / Black British** |
| Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background (write below)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | African  Caribbean  Any other Black / African / Caribbean  background (write below)     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **E Other ethnic group** | **F Undisclosed** |
| Arab  Any other ethnic group (write below)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Do not wish to answer |

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| **Do you consider yourself to have a disability according to the terms given in the Equality Act 2010?** **You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.** | |
| Yes | Do not wish to answer |
| No |  |

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| **If yes, please select the type of impairment that applies to you (you may select more than one): *(Categories suggested by Employers Forum on Disability)*** | |
| Hearing Impairment  Facial Disfigurement | Learning Difficulties – *where a person learns in a different way, i.e. someone who is dyslexic* |
| Mental Ill health | Progressive Conditions |
| Visual Impairment | Other (write below) |
| Mobility  Manual Dexterity  Speech Impairment | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |

It is crucial to our business that we are able to provide up-to-date monitoring data when we compete for contracts and applications for funding. The data you provide will be treated confidentially and will only be used to produce general statistical data about Together and its staff.