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**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **Applicant Name:** |  |
| **Position applied for:** |  |
| **Location of position:***(Please tick which position you are applying for)* | [ ]  **Bestwood Advice Centre**[ ]  **Nottingham Law Centre** |

**Useful information:**

**Use of Curriculum Vitae (CV’s):** We are committed to recruiting the best people to fill our vacancies and in a fair and equitable way. Candidates are asked to fill in an application form so that we can assess what each individual can bring to the role in a consistent way – because of this we do not accept CV’s.

**Shortlisting:** The advice centres are an equal opportunity employers and as such all appointments are made on merit. Shortlisting is carried out objectively by assessing the information you provide against the requirements of the post as detailed on the Job Description and Person Specification.

If you are shortlisted you will be contacted and invited to attend an interview. If there are any special arrangements associated with the interview process you will be advised accordingly, i.e. knowledge skills test; presentation or visit.

**Pre-employment checks:** All job offers and ongoing employment are subject to – eligibility for employment; references satisfactory to the Management Committee; and where relevant, a DBS check.

We do hope that you are successful in your application. However, if you are not, please do not be discouraged from re-applying for other vacancies as and when advertised. In addition, we have a wide spectrum of volunteering opportunities within our organisation and would be happy to discuss these with you.

**Declaration:** The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for and if appointed will form part of your employment record. This information will not be used for any other purpose nor will it be disclosed to any third party.

If it is discovered that you have given information which you know to be false, or if you withhold any relevant information, your application may be rejected or any subsequent employment with us terminated.

**Submission:**  Please send fully completed application forms to sally.denton@nottinghamlawcentre.org.uk by 23:59 on Monday 18th July 2022. We are unable to accept submissions without a completed application form.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname:**  | **Address:** |
| **First Name(s):** |  |
| **Title:** |  |
| **Email:**  |  |
| **Contact Telephone Numbers:** **Home:****Mobile:** | **Post Code:** |

**EXPERIENCE**

Please provide details of your experience, including any relevant unpaid and voluntary work. Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Name & address of current/most recent employer or voluntary organisation:** | **Role Title:****Period Covered:** **From: To:** **Salary:** **Reason for leaving:**  |
| **Key Responsibilities & Achievements:**  |

*Please use continuation sheet if necessary*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Role Title & Salary** | **Key Responsibilities & Achievements** | **Period Covered** |
|  |  |  |  |

**EDUCATION/TRAINING & QUALIFICATIONS**

*Please use continuation sheet if necessary.*

|  |  |
| --- | --- |
| **School/College/University/Training Provider** | **Examinations Results/Details of Training & Qualifications Achieved** |
|  |  |

|  |
| --- |
| **Using the Person Specification tell us what skills/experience you will bring to the role you are applying for: *Please continue on a separate sheet if necessary*** |

**OTHER INFORMATION**

|  |
| --- |
| **How did you find out about this vacancy, eg name of publication, website, word of mouth etc.?** |
| **References:**Please provide details of two referees who will be able to give an evidenced account of your workplace/educational performance, or skills you have displayed in a voluntary capacity. One of the referees should be from your current or most recent employer/voluntary organisation, or a college tutor. (*You must not include friends or members of your family.)* |
| **Referee 1****Name:****Position:****Address:****Contact No:****Email address:****May we contact this referee prior to interview?** YES/NO | **Referee 2****Name:****Position:****Address:****Contact No:** **Email address:****May we contact this referee prior to interview?** YES/NO |

**Declaration:** Please confirm by signing below that you consent for your information to be used for recruitment purposes for which Advice Nottingham will create computer & paper records.

**I declare that the information I have given is, to the best of my knowledge, true and complete.** *(If completing this application on-line, type the words I agree)*

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equality and Diversity Monitoring**

We aim to have a workforce that represents the communities we serve. We welcome applications from all sections of the community. The information you provide below does not form part of the recruitment process and will be detached from your application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of birth |  | Age |  | Gender | Male [ ]  Female [ ]  |
| Is your gender identity the same gender you were assigned at birth? Yes [ ]  No [ ]  |
| Do you consider yourself to be disabled? Yes [ ]  No [ ]  |
| Do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities? Yes [ ]  No [ ]   |

 **My racial/ethnic origin is**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. White  | B. Mixed/DualHeritage | C. Asian orAsian British | D. Black orBlack British | E. Chinese or OtherRacial Group |
| British [ ]   | White & Black [ ] Caribbean | Indian [ ]  | Black [ ] Caribbean | Chinese [ ]  |
| Irish [ ]  | White & Black [ ] African | Pakistani [ ]  | Black African [ ]  | Other Racial [ ] Group |
| Other White [ ]  | White and [ ] Asian | Bangladeshi [ ]  | Other Black [ ]  |  |
|  | Other Mixed [ ]  | Other Asian [ ]  |  |  |
| If other please state | If other please state | If other please state | If other please state | If other please state |

**My religion is**

|  |  |  |  |
| --- | --- | --- | --- |
| None [ ]   | Buddhist [ ]  | Hindu [ ]  | Jewish [ ]  |
| Muslim [ ]  | Sikh [ ]  | Other [ ]  |  |
| Christian [ ]  (including Church of England, Catholic, Protestant and all other Christian Denominations) |

**My sexual orientation is**

|  |  |  |
| --- | --- | --- |
| Bisexual [ ]  | Gay man [ ]  | Gay woman/lesbian [ ]  |
| Heterosexual/straight [ ]   | Other [ ]  | Prefer not to say [ ]  |

**Confidentiality and Disclosure**

You are advised that information given on this form may be checked for accuracy. Information regarding equality and diversity will be used to meet our funding obligations.

Unsuccessful candidate application forms will be destroyed after six months.

**Signature**

I certify to the best of my knowledge the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking.