|  |  |
| --- | --- |
| Groundwork Application FormPlease complete this Application Form in black ink or word processing.  | ggncolour2 |

|  |  |
| --- | --- |
| Last name: (Mr, Mrs, Miss, Ms etc….) | First Name: |
| Address: | Home telephone: |
| Work telephone: |
| Email: |
| Position applied for? | How did you find out about this post?(Newspaper advert, internet, internally, word of mouth etc) |
| **ID No: (For office use only)** |

EDUCATION HISTORY

Please list a brief educational background. (Max 750 Characters, across both columns)

|  |  |
| --- | --- |
| Name and place of Educational Facility  | Qualification Gained |
|  |  |

Please give details of any courses, training or qualifications that you feel are relevant to this post. (Max 750 Characters, across both columns)

|  |  |
| --- | --- |
| Name and place of course / training | Qualification Gained |
|  |  |

EMPLOYMENT HISTORY

Please give details of your relevant employment history starting with your present or most recent employer and work backwards in chronological order.

 (Max 8000 Characters, across all columns)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Job Title and Brief Details of Responsibilities and Reason for Leaving | Date FromDD/MM/YYYY | Date To DD/MM/YYYY |
|  |  |  |  |

CONTINUATION – EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Job Title and Brief Details of Responsibilities and Reason for Leaving | Date FromDD/MM/YYYY | Date To DD/MM/YYYY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

ADDITIONAL INFORMATION

Please describe why you feel you are suited to the position (e.g. personal attributes, relevant experience, skills and knowledge, referring in particular to the essential requirements on the person specification). Only use the space allowed below. Any more than this will be disregarded. DO NOT ATTACH YOUR CV. (Max 7500 characters)

|  |
| --- |
|  |

ADDITIONAL INFORMATION – CONT.

|  |
| --- |
|  |

|  |
| --- |
| Please give details of any voluntary organisation, committee, council or professional bodies with which you are involved or a member of: (Max 3500 Characters) |

**ENTITLEMENT TO WORK IN THE UK**

To comply with the Immigration, Asylum & Nationality Act 2006 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document if you are successful in your application. Do not send anything now.

Do you require a work permit to take up employment in the UK?

 **Yes** or **No**  (Please delete as appropriate)

If so, do you have such a permit? **Yes** or  **No** (Please delete as appropriate)

If so please give the expiry date:

**REFERENCES**

Please give details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One referee should be your present or most recent employer. References will only be taken up once the interviewing process has taken place.

|  |  |
| --- | --- |
| 1. Your present or most recent employer: | 2. Other referee: |
| Name: | Name: |
| Job title: | Job title: |
| Address:  | Address:  |
| Email Address: | Email Address: |
| Tel No: | Tel No: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

|  |
| --- |
| Under the General Data Protection Regulation (GDPR) ((EU) 2016/679), Groundwork Greater Nottingahm (GGN) is required to notify applicants and prospective employees on how their data will be processed and used. Please read our privacy notice which is available on our website with the advert for the job. This application form will be retained in its entirety by GGN for a maximum of six months, unless you are the successful applicant. Application Forms submitted by successful candidates will form part of the employee record, and will be retained for longer periods accordingly.Some of the data you provide is considered to be Special Category Data i.e. gender, race, age. This information will be; used to assist us with recruitment monitoring, will be held separately from application forms and will be stored in both hard copy and electronic formats.Please note that special category data, and any directly personally identifiable information will be removed from application forms prior to shortlisting, and will not be used as part of the recruitment process.By signing this form you are entering into an agreement with Groundwork Greater Nottingham to use your data in the way described above.Signed……………………………………….…… Date ………….…………….*I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).*.Signed……………………………………….…… Date ………….……………. |

DECLARATION OF CRIMINAL CONVICTIONS

Please complete this declaration if the post you are applying for requires a DBS Check.

If your application is successful and you are offered employment with us, Groundwork Greater Nottingham will verify the information given here by undertaking a check through the Disclosure and Barring Service.

This form will only be considered if youare selected for interview. If you are not selected, the contents will be destroyed.

This post is **exempt** from the provisions of the Rehabilitation of Offenders Act 1974 and as such all convictions whether spent and unspent need to be declared.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any spent or unspent criminal convictions?

 Yes No

If you answered ‘Yes’ please give details:

|  |  |  |  |
| --- | --- | --- | --- |
| Offence | Details | Sentence/ Date of Sentence | Age at the time of sentence |
|  |  |  |  |

The information given by me on this form is, to the best of my knowledge and belief, true and correct.

I also understand that any misrepresentation by me will lead to the withdrawal of any offer of

employment or my employment being terminated without any obligation of liability on the part of the

employer other than for services rendered.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| EQUAL OPPORTUNITIES INFORMATION |
| **Groundwork Greater Nottingham is committed to promoting equality and valuing diversity. All applications are considered on merit and no application will be treated less favourably on any grounds other than ability to perform the role.****The information you provide will be used only for the purpose of equal opportunities monitoring and to indicate potential reasonable adjustments.** |
| GENDER: Male Female DATE OF BIRTH (DD/MM/YYYY):  |
| DISABILITY STATUS**A disability is defined by the Disability Act 1995 as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities.****Disabilities can be hidden and include long-term conditions which can be controlled through medication, for example, epilepsy, asthma, heart conditions, diabetes.**Do you have a Disability? Yes No If ‘Yes’, please specify the type of disability from the list below: |
|  | **Specific learning disability (such as dyslexia or dyspraxia)** |
|  | **General learning disability (such as Down’s syndrome)** |
|  | **Cognitive impairment (such as autistic spectrum disorder or resulting from a head injury)** |
|  | **Long standing illness / health condition (e.g. cancer, HIV, diabetes, chronic heart disease, epilepsy)** |
|  | **Mental health condition (such as depression or schizophrenia)** |
|  | **Physical impairment or mobility issues (such as difficulty using arms, using a wheelchair / crutches)** |
|  | **Deaf or hearing impairment** |
|  | **Blind or visual impairment** |
|  | **Other type of disability \* Please specify:** |

|  |
| --- |
| ETHNICITY**Please choose the category which you feel most closely describes your origin. (\* Please specify)** |
| Asian or Asian British | Mixed |
|  | Bangladeshi |  | **White and Asian** |
|  | Indian |  | **White and Black African** |
|  | Pakistani |  | **White and Black Caribbean** |
|  | Any other Asian background\* |  | **Any other Mixed background\*** |
| **\*** | **\*** |
| Black or Black British | White |
|  | African  |  | **British** |
|  | Caribbean |  | **Irish** |
|  | Any other Black background\* |  | **Any other White background\*** |
| **\*** | **\*** |
| Chinese or other ethnic group |  |
|  | Chinese |
|  | Any other\* |
| **\*** |

|  |
| --- |
| Religion |
|  | None |
|  | Bahai |
|  | Buddhist |
|  | Christian |
|  | Hindu |
|  | Jain |
|  | Jewish |
|  | Muslim |
|  | Rastafrian |
|  | Sikh |
|  | Any other religion\* |
| \* |

Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully. Please also ensure that you complete ALL sections of the form otherwise your application will not be considered.