



Groundwork UK Application Form

Please complete this Application Form in black ink or type

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| --- | --- |
| Position applied for: | ID No: (For office use only) |

EDUCATION – Please give details of your full time education

|  |  |
| --- | --- |
| Name of School, College or University | Qualifications |
|  |  |

Please give details of relevant courses attended and qualification, if any, achieved.

|  |  |
| --- | --- |
| Name and place of course | Qualification |
|  |  |

EMPLOYMENT DETAILS

Please give any details of jobs you have held starting with your present or most recent employer and work backwards-in chronological order. Include in this section any breaks in employment history for example, carer responsibilities, travelling or returning to study; periods of military service, registered unemployment and temporary/voluntary employment. Please provide the duration only; it is not necessary to provide dates.

|  |  |
| --- | --- |
| Employer’s name, address, type of business, salary and notice required. | Position held, duties, responsibilities and reason for leaving. |
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ADDITIONAL INFORMATION

For this section you can use up to two additional sheets of paper if needed (any more than 2 pages or 4 sides of A4, will be detached and will NOT be considered as part of the application). DO NOT ATTACH YOUR CV.

Describe why you are suited to the position, referring to the person specification.

KNOWLEDGE

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# SKILLS

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|  |

# EXPERIENCE

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# ADDITIONAL INFORMATION

If there is anything you’d like to add in support of your application (for example alignment with Groundwork UK’s values, details of relevant voluntary activities you’re involved in, or involvement with relevant professional bodies), please outline it here:

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REFEREES

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer. Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us. *Referees will only be contacted for successful candidates.*

|  |  |
| --- | --- |
| Name: | Name: |
| Job title: | Job title: |
| Address: | Address: |
| Tel No: | Tel No: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you agree to this referee being contacted if an | | | | | Do you agree to this referee being contacted if an | | | | |
| offer of employment is to made? | YES |  | NO |  | offer of employment is to made? | YES |  | NO |  |

|  |  |
| --- | --- |
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PERSONAL INFORMATION

|  |  |
| --- | --- |
| Last name: (Mr, Mrs, Miss, Ms etc….) | First Name: |
| Address: | Home telephone no: |
| Work telephone no (optional): |
| Mobile no: |
| Email: |
| How did you find out about this post?  (Newspaper advert, Internet, internally, word of mouth etc) | |

DECLARATION

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| --- |
| Under the General Data Protection Regulation (GDPR), Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the GDPR i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.  By signing this form you are giving consent to Groundwork to use this data in the way described above.  *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……………………………………………………………….  Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully. |





Equal Opportunities Monitoring Form

Please ensure that you complete this form

Groundwork UK is required to keep a record of this data in order to ensure that there is no discrimination in employment practice with regards to appointment, access to training, and promotion. This is a condition under the GDPR under which processing of sensitive data can take place.

Please tick one box in each section. Completing the last two sections is optional.

Gender Female □ Male □

**Age group** Under 25 □ 25-34 □ 35-44 □ 45-54 □ 55-60 □ Over 60 □

#### Ethnicity White: British □ Irish □

###### Any other White background …………………………………………………………-…………..…(please write in)

Mixed: White and Black Caribbean □ White and Black African □ White and Asian □

Any other Mixed background …………………………………………………………………………(please write in)

###### Asian or Asian British: Indian □ Pakistani □ Bangladeshi □

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Any other Asian background …………………………………………………………………….……(please write in)

###### Black or Black British: Caribbean □ African □

###### Any other Black background …………………………………………………………………………(please write in)

###### Chinese or any other ethnic group: Chinese □

Any other ethnic group ………………………………………………………………………………(please write in)

Disability

I consider myself to be someone who has a disability: Yes □ No □

#### Religion (optional question)

None □ Christian □ Buddhist □ Hindu □ Jewish □ Muslim □ Sikh □

Any other religion ………………………………………………………………………………(please write in)

#### Sexual Orientation (optional question) Bisexual □ Heterosexual □ Homosexual □

*Many thanks for completing this questionnaire – please be assured all information will be kept in the strictest of confidence.*