GROUNDWORK LONDON

**Application Form**

Please complete this form and email to [Londonjobs@groundwork.org.uk](mailto:Londonjobs@groundwork.org.uk)

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| --- | --- |
| Position applied for and vacancy reference no.: | ID NO (for office use only): |

| **Education**  Please give details of your education which is **relevant** to the post you are applying for; listing the most recent first, working backwards. | |
| --- | --- |
| Name of University, College, School | Qualifications |
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| Please give details of any relevant courses attended and accreditation starting with the most recent first | |
| --- | --- |
| Name and place of course | Qualifications |
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| **Employment Details** |

| **Present or Previous Employer’s** name and address  Length of employment  The type of business  Your salary and any notice required | Present/previous job title and summary of duties |
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| Please tell us about other jobs you have had, length of employment and briefly about the skills you used/ learnt in those jobs which are of relevance to this role. | |
| **Employer Details**  See above for details to include | **Role and Description, and reason for leaving** |

| **Experience, Knowledge and Skills -** Refer to the criteria items in the Person Specification and thinking about your experience, knowledge and practical experience (whether in paid or unpaid roles) set out how you meet the criteria in relation to the job description. |
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| Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved or a member of: |
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| Do you possess a full current clean driving licence? Yes  No  **(if relevant to the post)** |

| Referees – we *will only contact referees for successful candidates following the acceptance of the role.* | |
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| Please provide the details of at least two referees from your most recent work or education. We require references or confirmation of employment for a period of three years. | |
| Name:  Job title: | Name:  Job title: |
| Company/Organisation and address: | Address, including Company/Organisation name: |
| Email: | Email: |
| 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 offer of employment is to be made? Yes  No | Do you agree to this referee being contacted if an offer of employment is to be made? Yes  No |
| Additional references to cover a total of 3 years:  Name:       Job title:       Company/Organisation Name:       Email:       Phone:       Your role | |
| Name:       Job title:       Company/Organisation Name:       Email:       Phone:       Your role | |
| Name:       Job title:       Company/Organisation Name:       Email:       Phone:       Your role | |
| Name:       Job title:       Company/Organisation Name:       Email:       Phone:       Your role | |

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| Position applied for: | ID NO (for office use only): |

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| Personal Information | |
| Last name: (Mr, Mrs, Miss. Ms, Mx etc.) | First name: |
| Address: | Home telephone no.: |
| Work telephone no. (optional): |
| Mobile no.: |
| Email: |
| How did you find out about this vacancy? (Do mention the website it was on, or if via social media or other e.g. Twitter, internally, word of mouth, etc.) | |

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| Eligibility to Work in the United Kingdom | |
| Before you commence working you must provide evidence to demonstrate your right to be in or work in the United Kingdom | |
| Are you eligible to work in the United Kingdom? | Yes  No |
| Do you need a work permit? | Yes  No |
| If YES, when does your current permit expire? |  |

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| Statement of Fair Processing and Consent | | | | |
| Under the Data Protection Act and General Protection of Data Regulations, Groundwork as the data controller is required to notify applicants and prospective employees on how their data will be processed and used.  The information provided by you in this form will be kept for six months following recruitment and securely destroyed. Information given by successful candidates on the application form sections will be kept on the HR file during that person’s employment and destroyed within guidelines should the person leave the organisation. Information on this form relating to employment, history, skills and experience will be shared with recruiting managers; and for employees this may be submitted on a professional CV for the purposes of bid writing.  Information provided on the Monitoring form is removed prior to shortlisting and used to meet the aims and commitments set out in our equality and diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  **By signing this form you are providing consent for Groundwork to collect and store your data for the purposes set out above. In addition you are confirming the accuracy of your information on your employment, qualifications experience and skills. I accept that providing deliberately false information could result in my dismissal.**  If you wish for your application and information to be removed from our systems during the recruitment process at any time please contact the Recruitment team. | | | | |
| Signed:  **(this may be typed in)** |  | Date: |  |  |
| Please ensure that you have read and checked this Application Form thoroughly prior to submission and ensure the accuracy. Do visit our website for full information on GDPR and your rights. | | | | |



Groundwork London Recruitment Monitoring Form

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| **Position Reference No**: | **ID No:** **(for office use only)**: |

**Please note that this information is removed from your application prior to shortlisting packs being created.**

Groundwork London wishes to meet the aims and commitments set out in its equality and diversity policy; which includes not discriminating under the Equality Act 2010; and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

As an organisation we need your help and cooperation to enable it to do this, however, filling in this form is voluntary.

The information you provide will stay confidential; be stored securely and limited to only some staff in the Human Resources section.

1. Gender and Age Bands: Please tick one box in each section.

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| Gender:  Female  Male  Gender Neutral  Genderqueer | Age:  Under 25 | | 25-29 | | | 30-34 | | | | | 35-39 | | | | 40-44 | | | | | 45-49 |
|  | | 50-54 | 55-59 | | | | | | 60-64 | | | 65 and over | | | | | | | |
| 1. Ethnicity | | | | | | | | | | | | | | | | | | | | |
| Asian or Asian British - Bangladeshi | | | | | | | | Mixed - Asian and White | | | | | | | | | | | | |
| Asian or Asian British - Indian | | | | | | | | Mixed - Black African and White | | | | | | | | | | | | |
| Asian or Asian British - Pakistani | | | | | | | | Mixed - Black Caribbean and White | | | | | | | | | | | | |
| Asian – Other **Please specify** | | | | | | | | Latin American | | | | | | | | | | | | |
| Black or Black British - African | | | | | | | | White - British | | | | | | | | | | | | |
| Black or Black British - Caribbean | | | | | | | | White – Irish Republic | | | | | | | | | | | | |
| Black – Other **Please specify** | | | | | | | | White – Other **Please specify** | | | | | | | | | | | | |
| Chinese | | | | | | | | White –European | | | | | | | | | | | | |
| Mixed multiple ethnic group | | | | | | | | Other Ethnic background **Please specify** | | | | | | | | | | | | |
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| 1. Disability | | | | | | |  | | |  | | |  | | | | | | | |
| I consider myself to be someone who has a disability | | | | | | | Yes | | | | | No  I prefer not to say | | | | | | | | |
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| 1. Religion | | | | | | | | | | | | | | | | | | | | |
| Buddhist | | | | | | | | | Muslim | | | | | | | | | | | |
| Christian | | | | | | | | | None | | | | | | | | | | | |
| Hindu | | | | | | | | | Sikh | | | | | | | | | | | |
| Jewish | | | | | | | | | I prefer not to say | | | | | | | | | | | |
| Other - please specify | | | | | | | | | | | | | | | | | | | | |
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| 1. Sexual Orientation | | | | |  | | | | | | | | | | |  | | | | |
| Bisexual | Gay Woman/Lesbian | | | Gay Man | | | | | | Heterosexual/  Straight | | | | | | Other | I prefer not to say | | | |
| If you prefer to use your own term, please specify here | | | | | | | | | | | | | | | |  | | | | |

Thank you for completing this form.