**Groundwork**

Kickstart Application Form

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| **Section 1 – About you** |

|  |  |
| --- | --- |
| First Name:  | Surname:  |
| Title:  |

|  |
| --- |
| Address: |
|  | Postcode: |
| Contact Telephone No.: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Which position are you applying for:  |  |
| Location: |  |

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| **Section 2 – Education** |

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| Name of the last place where you studied: *(for example name of school, college, training provider)* |

Please list any qualifications below, including any grades you achieved

|  |  |  |
| --- | --- | --- |
| Type of qualification e.g. GCSE, functional skills etc. | Subject | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*You can add more rows to the table if needed*

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| **Section 3 – Your experience** |

With reference to the **job role and person specification**, please list any **relevant** experience, volunteer work, paid work or other personal responsibilities that you have undertaken.

***TIP****: Other personal responsibilities could include things like home DIY, child care, gardening, car maintenance, a work experience placement, Saturday job in a shop, shopping for a neighbour, baby sitting, helping around the house or caring for a family member.*

Describe what you do or did, and for how long:

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| **Section 4 – Your skills** |

Looking at the list of **required skills** in the **person specification**, for each required skill, please give us short example of how you have demonstrated it through your work, volunteering or personal responsibilities.

***EXAMPLE:*** *Communication Skills – at work I assist customers with queries.  I listen carefully to what they want, and find the best product to match what they are looking for and their budget.*

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| **Section 5 – Referees** |

Please provide **two** referees (not relatives). This can be either a former employer, a teacher/tutor, or someone you are familiar with that knows you well.

|  |  |  |
| --- | --- | --- |
| **REFEREE ONE** |  | **REFEREE TWO** |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address | Address |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
|  |
| **May we take up these references prior to interview?** |
| Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |

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| **Section 6 – Permissions and Declarations** |

**Instructions:**

1. Please read the information below to understand how we will use your data.
2. Please check that the information you have given is this form is true and accurate.
3. Please sign and date your application to confirm points 1 and 2 above.

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| How we will use your data: all applicantsUnder the Data Protection Act 2018, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. Please ensure you have the read the separate document, “Privacy Notice – Recruitment”, fully before you sign this form.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 ‘special category data” under the Data Protection Act – for e.g. racial or ethnic origin. This information will be used to assist us with recruitment, outcomes monitoring and evaluation of the Kickstart programme. It will be held separately from application forms. It will also be held in computer format. All information supplied will be treated in the strictest confidence.By signing this form you are giving consent to Groundwork to use this data in the way described above and set out in the privacy notice.  |

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| How we will use your data: ‘Natural Neighbourhoods’ applicants onlyIf you are applying for a role on Natural Neighbourhoods, and you are successful, your data will also be used for monitoring participant demographic information and reported to the programme funders - The National Lottery Heritage Fund and DEFRA, and external evaluators. If you are unsure if you are applying for a Natural Neighbourhoods role, please refer to the job description. |

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| *Declaration**By signing below, 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). The company reserve the right to check any of the information given.* *I also confirm that I consent to Groundwork using my data as set out above and in the ‘Privacy Notice – Recruitment.’* |
| Full name: |  |
| Signature: |  |
| Date: |  |

Would you like to opt in to receive further information about Groundwork and our programmes?

Yes [ ]  No [ ]

THIS PAGE IS INTENTIONALLY LEFT BLANK TO ALLOW THE EQUITY DIVERSITY AND INCLUSION MONITORING INFORMATION TO BE DETACHED FROM THE APPLICATION FORM

PLEASE CONTINUE TO THE NEXT PAGE

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| **Section 7 – Equity, Diversity and Inclusion Monitoring Form** |

**Please complete this form**

At Groundwork we want to ensure everybody has an equal opportunity, and is not treated differently or discriminated against because of their characteristics.

We need your help to develop our work to promote equality and fairness for all.  We would like you to respond to the following questions so as we can ensure our services meet your needs, and there is equality of opportunity for all.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

The information you provide will be used for general statistical purposes as part of our commitment to Equity, Diversity and Inclusion (EDI). **This form will be separated from your application prior to shortlisting** and will not be used to inform recruitment decisions.

If you are applying for a role on **Natural Neighbourhoods**, and are successful, please note that this information will be also used to provide our funders (the National Lottery Heritage Fund and DEFRA) with monitoring and reporting information. As above however, this form will be separated from your application prior to shortlisting and will not be used during recruitment.

**Please answer each question in turn by choosing one option only, unless otherwise indicated. If you do not wish to answer the question please choose the option “Prefer not to say‟ rather than leaving the question blank.**

**Please place an ‘X’ in the appropriate box/ boxes.**

1. Age

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16 - 18 |  |  | 45 – 54 |  |  | 70 - 74 |  |  | Prefer Not to Say |  |
| 19 – 24  |  |  | 55 – 59 |  |  | 75 – 79 |  |  |  |  |
| 25 – 34 |  |  | 60 – 64 |  |  | 80 – 85 |  |  |  |  |
| 35 – 44 |  |  | 65 – 69 |  |  | 85+ |  |  |  |  |

**2. Gender and Sexuality:**

**A. Which of the following best describes your gender?**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  |  |  |
| Female |  |  |  |
| I prefer to self-describe |  |  | *Please describe:* |
| Prefer not to say |  |  |  |

**B. Do you identify as Trans?**

*Trans is an umbrella term for people whose identity differs from what is typically associated with the sex they were assigned at birth. People under the Trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  | Prefer not to say  |  |

**C. Which of the following do you identify as?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bi |  |  | Gay woman / lesbian  |  |
| Gay man |  |  | Heterosexual / Straight |  |
| I prefer to self-describe  |  |  |  |  |
| *Please describe:* |

**3. Ethnicity:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian/Asian British - Indian |  |  | Mixed - White and Asian |  |
| Asian/Asian British - Pakistani |  |  | Mixed - any other mixed background |  |
| Asian/Asian British - Bangladeshi |  |  | Other Ethnic Group - Arab |  |
| Asian/Asian British - Chinese |  |  | Other Ethnic Group - Any other ethnic group |  |
| Asian/Asian British - Any other Asian background |  |  | White – British (English/Scottish/Welsh) |  |
| Black/Black British - African |  |  | White - Irish |  |
| Black/Black British - Caribbean |  |  | White - Gypsy or Irish Traveller |  |
| Black/Black British - Any other Black background |  |  | White - Any other White background |  |
| Mixed - White and Black Caribbean |  |  | Prefer Not To Say |  |
| Mixed - White and Black African |  |  |  |  |

**4. Disability**

Do you consider yourself to have a learning difference and/or disability, and/or limiting health condition?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  | Prefer not to say |  |

If yes, please tell us of any support or adjustments you may need to take part in the recruitment process.

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|  |

If yes, please select the primary nature of your disability or health condition:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Visual impairment |  |  | Autism spectrum disorder |  |
| Hearing impairment |  |  | Asperger’s syndrome |  |
| Disability affecting mobility |  |  | Temporary disability after illness (for example post-viral) or accident |  |
| Profound complex disabilities |  |  | Speech, Language and Communication Needs              |  |
| Social and emotional difficulties |  |  | Other physical disability |  |
| Mental Health difficulties |  |  | Other Specific learning difficulty (e.g. Dyspraxia) |  |
| Moderate learning difficulty |  |  | Other medical condition (for example epilepsy, asthma, diabetes) |  |
| Severe learning difficulty |  |  | Other learning difficulty |  |
| Dyslexia |  |  | Other disability |  |
| Dyscalculia |  |  | Prefer not to say |  |

**5. Religion**

I would describe my religion as:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Buddhist |  |  | Non-religious (Atheist / Humanist) |  |
| Christian\* |  |  | Sikh |  |
| Hindu |  |  | Other (please describe below) |  |
| Jewish |  |  | *Description:* |
| Muslim |  |  | Prefer Not to Say |  |

\**(including Catholic, Church of England, Protestant and all other Christian denominations)*

**6. Marital Status**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Co-habiting |  |  | Married / In a civil partnership |  |  | Separated |  |
| Divorced |  |  | Single |  |  | Widowed |  |
|  |  |  |  |  |  | Prefer Not to Say |  |

**7. Caring Responsibilities**

Do you have caring responsibilities? Please select all that apply:

|  |  |
| --- | --- |
| None |  |
| Primary carer of a child/children (under 18) |  |
| Primary carer of disabled child/children |  |
| Primary carer of disabled adult (18 and over) |  |
| Primary carer of older person/people (65 and over) |  |
| Secondary carer |  |
| Prefer not to say |  |

**END**