

GROUNDWORK LONDON

Application Form

**Groundwork London** uses a standard form as part of our commitment to diversity and inclusion to ensure an equitable recruitment process.Please complete this form and email quoting the Reference Number to [Londonjobs@groundwork.org.uk](mailto:Londonjobs@groundwork.org.uk)

**Internal Applications:** If you are already employed by Groundwork London, please only complete sections 1, 4, 6, 7 & 8

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| **Position** applied for and vacancy **reference no**.: | ID NO (for office use only): | |
| 1. **Experience, Knowledge and Skills**   Thinking about the job description and skills on the person spec. let us know about your experience, knowledge, practical experiences, or transferrable skills (whether in paid or unpaid roles) and how these relate to the role being advertised. Referring to the table on the final page of the job description, please provide a short paragraph for each criteria explaining how you meet them. | | |
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| 1. **Employment History**   Please tell us about your work experience, length of employment, most recent first working back to those relevant to the role. Briefly summarise the skills you have used and learnt in your roles which would be useful in this role. | | | |
| * Present or Previous Employer’s name and address * Length of employment (e.g., 6 months or 2 years): * The type of business: * Reason for leaving: * Your salary Your salary and any notice required: | | **Present/previous job title and brief summary of duties** | |
| * Length of employment (e.g., 6 months or 2 years): * The type of business: * Reason for leaving: * Your salary | |  | |
| * Length of employment (e.g., 6 months or 2 years): * The type of business: * Reason for leaving:   Your salary | |  | |
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| * Length of employment (e.g., 6 months or 2 years): * The type of business: * Reason for leaving:   Your salary | |  | |
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| 1. Referees – we *will only contact referees for successful candidates following the acceptance of the role.*   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: | | | Company/Organisation and address: |
| Email: | | | Email: |
| Tel no: | | | Tel no: |
| Work or other way that you and the referee know each other: | | | Work or other way that you and the referee know each other: |
| 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 |
|  | | | |

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| **Additional references** - if needed to cover a total of **3** years if required: |
| Name: Job title: Company/Organisation: Name: Email: Phone: Your role at the time: |
| Name: Job title: Company/Organisation: Name: Email: Phone: Your role at the time: |

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| 1. Voluntary activities or membership of any professional association, committees etc: |

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| 1. Training/Education   Please give details of **your training and or education which is relevant to the post** you are applying for, listing the most recent first, working backwards. *We do not require any exhaustive list of all education and training undertaken.* | |
| Name of provider or college etc. | Qualifications |
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| 1. Personal Information | |
| Last name: | (Mr, Mrs, Miss. Ms, Mx etc.) |
| Address: | Main contract number: |
| Alternative contact phone: |
| Email (s): |

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| 1. 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 and able to provide current documentation or consent to a Positive Verification or Settled/Pre-Settled status check? | Yes/No |

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| 1. 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

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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 through the interview process. 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 staff in the Human Resources section. Please use word check boxes or highlight or note in each section which applies to you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Gender and Age |  |  | |  |  |  | |
| Gender: | Age: |  | |  |  |  | |
| Female | Under 25 | 25-29 | | 30-34 | 35-39 | 40-44 | |
| Male | 45-49 | 50-54 | | 55-59 | 60-64 | 65 and over | |
| Non-Binary/Genderqueer |  |  | |  |  |  | |
| Other |  |  | |  |  |  | |
| Prefer not to say |  |  | |  |  |  | |
| Do you identify as a different Gender from that registered at birth | | | | | Yes | No | |
| 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** | | |  |
| 1. Religion | | | | | | | |
| Buddhist | | | | Muslim | | | |
| Christian | | | | None | | | |
| Hindu | | | | Sikh | | | |
| Jewish | | | | I prefer not to say | | | |
| Other - please specify | | |  | | | | |
| 1. **Sexual Orientation** | | | | | | | |
| Bisexual | | | | Heterosexual/Straight | | | |
| Gay Woman/ Lesbian | | | | Other | | | |
| Gay Man | | | | I prefer not to say | | | |
| If you prefer to use your own term, please specify here | | | |  | | | |
| 1. **Disability Confident** for shortlisting - I consider myself to be someone who has a disability | | | | | | | |
|  | | | Yes | No | I prefer not to say | | |

Thank you for completing this form.