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Green Doctor Trainee Application Guidance

Thank you for your interest in this Green Doctor Trainee placement!

This guidance consists of two pages.

# How to Complete an Application

Applications should be made via our application form, please return it to recruitment.clm@groundwork.org.uk

If you need to access the application form in a different format, would like to submit your answers to questions 1, 2, and 3 in an alternative format, such as video or voice note, or have any questions about the application process please let us know by emailing us at recruitment.clm@groundwork.org.uk

# About the Application Form

We recommend that you read this guidance fully before beginning.

This application form will ask you to share:

* **Your personal details**. These will help us to process your application.
* **Information about yourself and why you’re interested in the placement.** This will help us to shortlist applicants for each post.
* **Your demographic information**. These will help us to monitor our recruitment process to ensure it is as accessible as possible.

More information about how we use your personal data is provided in a Privacy Notice below.

The application form will ask you to answer several different types of questions.

Most questions either ask for short text or number answers (for example, your name), or ask you to select your answer from a list.

There are 3 questions which ask you to provide a longer answer. These questions are:

* Question 1: What will you bring to this role? Please tell us how you will meet the requirements of the Person Specification. If you do not currently directly meet the requirements, please tell us your ideas for how you might develop your existing skills and experiences to be successful in this role. You might want to tell us about your:
	+ - * + Skills. Things that you can do that will help you succeed in this placement.
				+ Interests. What you are interested in and/or what activities you do that would help you succeed in this placement.
				+ Please also include whether you have a driving licence and vehicle or explain how you can effectively travel across the borough.
			* Question 2: What would you like to learn from this placement?
			* Question 3: What would you like to do after this placement? Tell us about your future career goals.

It may help you to prepare your answers to these questions before you continue with your application.

Green Doctor Application Form

This application form is 3 pages long, followed by an intentionally blank page, and an equity, diversity and inclusion monitoring form, which is 4 pages long.

# Your Motivation

Question 1: What will you bring to this role?

Please tell us how you will meet the requirements of the Person Specification. If you do not currently directly meet the requirements, please tell us your ideas for how you might develop your existing skills and experiences to be successful in this role. You might want to tell us about your:

* Skills. Things that you can do that will help you succeed in this placement.
* Interests. What are you interested in and/or what activities do you do that would help you succeed in this placement?
* Please also include whether you have a driving licence and vehicle or explain how you can effectively travel across the borough.

Click or tap here to enter text.

Question 2: What would you like to learn from this placement?

Click or tap here to enter text.

Question 3: What would you like to do after this placement?

Tell us about your future career goals.

Click or tap here to enter text.

# Your Details

Your personal details will be separated from your application form during the shortlisting process. This is to ensure that shortlisting is not influenced by any unconscious bias.

Unconscious (or implicit) bias is a term that describes the associations we hold, outside our conscious awareness and control. Unconscious bias affects everyone.

Question 4: Your first name

Click or tap here to enter text.

Question 5: Your surname

Click or tap here to enter text.

Question 6: Your email address

Click or tap here to enter text.

Question 7: Your phone number

Click or tap here to enter text.

Click or tap here to enter text.

Question 8: Do any of the following apply to you?

Groundwork CLM are passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny, and no-one is held back by their background or circumstances. This vision drives the work that we do. Applications are particularly welcomed from underrepresented and disadvantaged groups and support will be made available throughout the recruitment process for all applicants who identify within any one of the following:

* Individuals from an ethnically diverse background
* Individuals who identify as having a visible or invisible disability
* Individuals who are currently unemployed
* Individuals from a low-income household (in receipt of a means-tested benefit)

If you identify within any of the above groups and would like us to consider and support you with any reasonable adjustments you may require as part of your application please tick here[ ]

If you have any queries in relation to diversity, equity and inclusion please email recruitment.clm@groundwork.org.uk

Question 9a: How did you hear about the Green Doctor Trainee role?

Please select one

[ ]  X (Twitter)

[ ]  LinkedIn

[ ]  Groundwork website

[ ]  Recruitment or job search website

[ ]  Word of Mouth

[ ]  Job Centre Plus

[ ]  Other (please specify below)

Click or tap here to enter text.

Question 9b: If relevant, please tell us on which recruitment or job search sites you saw the vacancy.

Click or tap here to enter text.

Privacy Notice and Personal Declaration

Privacy Notice: Under the Data Protection Act 2018 & General Data Protection Regulation (GDPR), Groundwork is required to notify applicants 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 Cheshire Lancashire & Merseyside 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 the rest of the application form. It will also be held in computer format.

If accepted onto the placement Groundwork Cheshire Lancashire & Merseyside may use the data you have provided to:

* Keep in contact with you for feedback and evaluation activities.
* To make sure you get the most out of this programme via a regular update.
* To share your details with Groundwork UK and Groundwork Greater Manchester in order to enrol you in the Green Doctor Academy programme of learning and training.
* To evaluate, report on and promote the outcomes the programme along with funding and partner organisations, and in our external marketing.

Our partners – Groundwork UK, Groundwork Greater Manchester, Cadent Foundation – and evaluation partners will also be supporting this.

By signing this form you are giving consent to Groundwork and Partner Organisations to use this data in the way described above.

Question 10: Declaration: 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).

Please type your name sign: Click or tap here to enter text.

Please enter the date you are signing this form: Click or tap to enter a date.

**This page is left blank to allow your equity, diversity and inclusion data to be separated from your application form.**

**Please continue below to the Equity, Diversity and Inclusion Monitoring Form.**

# Equity, Diversity and Inclusion Monitoring

Groundwork is required to keep a record of this data to ensure that there is no discrimination in employment practice with regard to appointment, access to training, and promotion.  This is a condition under the General Data Protection Regulation (GDPR) under which the processing of sensitive data can take place.

Any information you supply in this section will be separated from your application for most of the recruitment process.

The more information you supply, the more effective our monitoring will be in exploring the recruitment methods we have used.  This will also allow us to use positive action - where there is a 'tie breaker' situation at the interview stage for example – helping to ensure that applicants from diverse backgrounds are prioritised for all roles.

If you do not wish to answer please choose the “Prefer not to say" option, which is provided for all questions.

If you prefer to self-describe please use the "Prefer to self-describe" box, which is provided for relevant questions.

Question 11: Which of the following best describes your ethnic group?

Choose an item.

I self-describe as: Click or tap here to enter text.

Question 12: Do you consider yourself to have a specific learning disability, other disability, impairment or health condition?

The social model of disability was developed by disabled people and says that people are disabled by barriers in society, not by their impairment or difference. You can read more about this here: [Link to Disability Rights UK website](http://www.disabilityrightsuk.org/social-model-disability-language)

Please select one option.

[ ]  Yes

[ ]  No

[ ]  Don’t know

[ ]  Prefer not to say

Question 13: Please describe your disability, impairment or long-term health condition.

Please select all that apply.

[ ]  Cognitive differences – learning disability

[ ]  Cognitive differences – learning difficulty (e.g. dyslexia, ADHD, Dyspraxia)

[ ]  Cognitive differences – neurodivergent

[ ]  Cognitive differences – any other

[ ]  Long term health condition

[ ]  Mental health condition

[ ]  Physical impairment – mobility

[ ]  Physical impairment – visual impairment / partial sight / sight loss

[ ]  Physical impairment – hard of hearing / deaf / hearing loss

[ ]  Physical impairment – any other

[ ]  Prefer not to say

[ ]  Other (please specify below)

Click or tap here to enter text.

**Note**: Questions 14, 15, and 16 have been devised by the Social Mobility Commission to help employers improve the social and economic diversity of their staff. You can find out more on their website <https://socialmobilityworks.org/>.

Question 14: What was the occupation of your main household earner when you were aged about 14?

Please tick one box only.

[ ]  Modern professional and traditional professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil or mechanical engineer.

[ ]  Senior, middle or junior managers or administrators such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.

[ ]  Clerical and intermediate occupations such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.

[ ]  Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.

[ ]  Routine, semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter or waitress, bar staff.

[ ]  Long-term unemployed (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year)

[ ]  Small business owners who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or café owner, taxi owner, garage owner

[ ]  Other such as: retired, this question does not apply to me, I don’t know

[ ]  Prefer not to say

Question 15: Which type of school did you attend for the most time between the ages of 11 and 16?

Please tick one box only.

[ ]  State-run or state-funded school

[ ]  Independent or fee-paying school

[ ]  Independent or fee-paying school, where I received a bursary covering 90% or more of my tuition

[ ]  Attended school outside the UK

[ ]  I do not know

[ ]  Prefer not to say

Question 16: Were you eligible for free school meals at any point during your school years?

Please tick one box only.

[ ]  Yes

[ ]  No

[ ]  Not applicable (went to school overseas)

[ ]  I don’t know

[ ]  Prefer not to say

Question 17: What is your gender identity?

Please tick one box only.

[ ] Female

[ ] Male

[ ] Non-binary

[ ] Prefer not to say

[ ] Prefer to self-describe

Click or tap here to enter text.

Question 18: Does the gender you live in match the gender you were assigned at birth?

Please tick one box only.

[ ] Yes

[ ] No

[ ] Prefer not to say

Question 19: Which of the following best describes your sexual orientation?

Please tick one box only.

[ ] Bisexual

[ ] Gay or lesbian

[ ] Heterosexual

[ ] Queer

[ ] Prefer not to say

[ ] Prefer to self-describe (please specify)

Click or tap here to enter text.

Question 20: How would you describe your religion?

Please tick one box only.

[ ]  Buddhist

[ ]  Christian (including Catholic, Church of England, Protestant and all other Christian denominations)

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Non-religious (Atheist / Humanist)

[ ]  Sikh

[ ]  Prefer not to say

[ ]  Other (please specify below)

Click or tap here to enter text.

Question 21: Do you have caring responsibilities?

Please tick one box only.

NHS England describe a carer as *“anyone, including children and adults who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.”*

A primary carer is someone who has the main caring responsibility for a person.

A secondary carer is someone who has caring responsibility for a person, but is not the main carer.

[ ]  Yes – primary carer

[ ]  Yes – secondary carer

[ ]  No

[ ]  Prefer not to say

Question 22: Do you have any unspent convictions?

Please tick one box only.

[ ]  Yes

[ ]  No

Please tick “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick “No”. If you’re not sure if your convictions are unspent or spent, you can use a tool available at [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk) and read guidance at [www.hub.unlock.org.uk/roa](http://www.hub.unlock.org.uk/roa)

This does not preclude you from applying for the role.

**END OF FORM**