

**APPLICATION FORM**

Thank you for your interest in BWC. Please complete the application form using black ink. If there is insufficient space, please continue on a separate piece of paper.

|  |  |
| --- | --- |
| POST BEING APPLIED FOR |  |
| FULL NAME |  |
| HOME ADDRESS |  |
| TELEPHONE NO. | Home: Work:  Can we contact you at work?  When is the best time to contact you? |
| MOBILE NO. |  |
| EMAIL ADDRESS |  |
| NATIONAL INSURANCE NUMBER |  |
| WHERE DID YOU HEAR ABOUT THIS VACANCY? |  |

**Do you have the right to work in the UK? (Please circle) Yes/No**

If interviewed, you will be asked to bring documentation to demonstrate your right to work.

EDUCATION & QUALIFICATIONS

Please detail any educational qualifications and relevant training you have undertaken or are undertaking.

|  |  |  |  |
| --- | --- | --- | --- |
| Course title & provider | From (m/y) | To (m/y) | Qualification / experience gained |
|  |  |  |  |

EMPLOYMENT HISTORY

Please give details of your previous employment, paid and voluntary, starting with the most recent. Please include an explanation for periods if you were not in employment. Please continue on a separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name and address: | From:  (m/y) | To:  (m/y) | Position held | Description of responsibilities and reason for leaving: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

This page will be used for shortlisting. Please read carefully the job description and person specification to complete this page and provide evidence showing how you meet each point in the person specification. Please include skills gained from work experience (paid or unpaid), education, training and hobbies or interests. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

REFERENCES

Please give the names and addresses of two referees who can verify your training and employment record, one of whom should be your current employer or if you are not currently employed, you’re most recent employer. References supplied must not be from relatives or close friends. References will only be taken up for short-listed candidates. Appointments will be offered subject to satisfactory references.

|  |  |  |
| --- | --- | --- |
|  | Most Recent Employer | Referee 2 |
| Name |  |  |
| Position |  |  |
| Organisation & full  address |  |  |
| Telephone |  |  |
| E mail address |  |  |
| May we contact these  referees before the  Interview? (please circle) |  |  |

Signature: Date: CRIMINAL CONVICTIONS:

If you are short-listed this information may be discussed at interview.

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). Do you have any criminal convictions, cautions and bind-overs including any that would normally be regarded as ‘spent’?

****Yes ****No

If YES please give details:

Providing false information is an offence and could result in the application being rejected or the person being dismissed if selected to post. This could also lead to possible referral to police.

If you are shortlisted, references will be obtained that will include questions about past disciplinary actions or allegations in relation to behaviour with children. In addition previous employers may be approached for information to verify particular experience or qualifications

Brighton Women’s Centre will seek an Enhanced DBS check by the Disclosure and Barring Service (formally CRB) by the Criminal Records Bureau for the successful applicant in respect of positions which involve access to children and or vulnerable adults.

**DECLARATION**

The information that you provide will be handled and processed in accordance with GDPR and the Data Protection Act 2018. It may be used by the employer for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person. BWC is committed to complying with the GDPR and the DPA 2018. We only use your information for the purposes specified on this form and detailed in our Privacy Notice.

**I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.**

**I declare that all information given as part of my application is true.**

**Please sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return this form along with a completed equalities monitoring form to [hr@womenscentre.org.uk](mailto:hr@womenscentre.org.uk).