

**Application Form**

*(Please complete application in type or black ink)*

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| **APPLICATION FOR THE POST OF:** |  |

**PERSONAL CONTACT DETAILS**

Please fill in all of the details below. This section of the application form will be treated as confidential and will only be used to contact you.

|  |  |
| --- | --- |
| **Surname** |  |
| **First name(s)** |  |
| **Pronoun (he/she/they etc.)** |  |
| **Address** |  |
| **Post code** |  |
| **Home telephone number** |  |
| **Work telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |
| **Which method of contact do you prefer?** |  |

Are there any restrictions on you taking up employment in the UK? (if yes, please provide more details)

**Yes No**

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**REFERENCES**

Please provide two referees that can approach with regards to your suitability for the post. One of this should be your current or most recent employer. Please note that we cannot accept friends of family members as referees.

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| --- | --- | --- |
|  | **Current Employer/ First Referee** | **Second Referee** |
| **Name** |  |  |
| **Address** |  |  |
| **Postcode** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Capacity** |  |  |

These references will not be taken up until we have offered you the post and received acceptance that you are happy for us to seek references.

Any offer of employment will be subject to satisfactory references.

**TRAINING AND EDUCATION**

Please complete this section, listing your qualifications/training received. If you need more space, please continue on a separate sheet clearly station the section of the form, your name and position you are applying for.

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| --- | --- | --- |
| **Dates** | **Course** | **Qualification/Grade** |
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**CURRENT EXPERIENCE**

Please complete this section, listing details of your current or most recent employer and the duties that you perform in your current role.

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| --- | --- |
| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |  |
| **Date Employed** |  |
| **Duties and Responsibilities** |  |
| **Reason for leaving** |  |

**PREVIOUS EMPLOYMENT**

Please include paid or unpaid work and account for any gaps. If you need more space, please continue on a separate sheet clearly station the section of the form, your name and position you are applying for.

|  |  |  |
| --- | --- | --- |
| **Name & Address of Organisation** | **Dates** | **Brief description of duties and responsibilities (including reason for leaving)** |
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**EXPERIENCE, SKILLS, ABILITIES AND KNOWLEDGE**

**This is the most important part of the application**. Please use the space below to clearly demonstrate how you meet the criteria as per the person specification. **Points marked ‘A’ (for application) are the points that we short list on for interview**. You can use paid or unpaid work and other experiences as examples to demonstrate how you meet the criteria.

If you are completing electronically, **the box will expand as you type**. If you are completing this application form by hand, please you a separate sheet, clearly stating your name and the position you are applying for.

**Essential (E)**

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**Desirable (D)**

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**APPLICANTS WITH DISABILITIES**

Switchboard is committed to employing people with disabilities. Please state any arrangements we can make to assist you in the application process or if called to interview or appointed to the post:

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|  |

**DISCIPLINARY/CRIMINAL RECORD**

Switchboard undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information received.

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| **Disciplinary:** Have you ever been the subject of disciplinary action in the past? |
| Yes No |
| **If Yes**, please give details below   |  |  |  |  | | --- | --- | --- | --- | | Date | Employer | Details | Outcome | |  |  |  |  |   **Convictions:**  Have you ever been cautioned by the police or convicted of a criminal offence?  Yes No  Have you ever been referred to the children’s or adult’s ‘barred’ list?  Yes No    **If Yes to either question,** please give details on a separate sheet. Note, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working directly with vulnerable adults, in which case both spent and unspent convictions cautions, bind overs and pending prosecutions must be declared. | |
|  | |

**PRIVACY NOTICE**

Switchboard needs to keep and process information about you for the purposes of considering your job application.

This includes information enabling us to consider your suitability for the role; in order to comply with any legal requirements; to pursue the Legitimate Interests of the Charity and to protect our legal position in the event of legal proceedings.

The sort of information we hold includes your contact details; your application form and references; correspondence with or about you; and your performance in any interview(s), if offered.

Much of the information we hold will have been provided by you, but some may come from other sources, such as interviewers and referees.

We may process special categories of information, including (but not limited to) your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. Our handling of this data will be subject to our Equal Opportunities in Employment policy, and will be done on the Legal Basis of Legitimate Interest on condition of Article 9(2):b; j of the GDPR.

We may also process data about criminal offences. Our handling if this data will be done on the Legal Basis of Legitimate Interest on condition of Article 10 of the GDPR, consistent with applicable Employment Law.

We will keep data relating to your application for up to one year. This is to allow us time to process your application, including if the same or a similar post is re-recruited and you wish to apply; to fulfil our Equal Opportunities in Employment policy; and to protect our legal position in the event of legal proceedings.

You have various rights considering your data under the relevant legislation, including the right to be informed; the right of access; the right to rectification; the right to erase; the right to restrict processing; the right to data portability; the right to object; rights in relation to automated decision making and profiling. For more information about your rights, please contact us and/or consult the Information Commissioner's Office.

**DECLARATION**

Are you related to or known by anyone at Switchboard who is either a volunteer or an employee?

Yes No

|  |  |
| --- | --- |
| How much notice would you be required to give to your current employer? |  |

* I certify that the information given on this form is correct to the best of my knowledge.
* I agree to Switchboard holding the information supplied in line with the Switchboard Privacy Statement.
* I understand that any offer of a job will be subject to satisfactory references and a DBS check.
* I consent to Switchboard obtaining a criminal record disclosure (DBS Check).
* I understand that all information supplied will remain confidential within Switchboard and only accessible to authorised staff and volunteers.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

Before submitting the Application please ensure you have:

1. **Completed all sections of the Application Form**
2. **Completed the Equalities and Diversity Monitoring Form – pages 10-12**
3. **Signed the Application Form**

**THIS SECTION WILL BE DETACHED AND WILL NOT BE SEEN BY THE SELECTION PANEL. IT WILL ONLY BE USED FOR MONITORING PURPOSES.**

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| **APPLICATION FOR THE POST OF:** |  |

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| --- | --- |
| **Please state here where you saw the post advertised:** |  |

**1. Please provide the first part of your postcode.** E.g. if your postcode is BN1 3XG you would write 'BN1'.

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**2. How would you describe your sexual orientation?**

* Asexual
* Bi/ bisexual
* Gay
* Lesbian
* Pansexual
* Queer
* Straight/ heterosexual
* Unsure
* Prefer not to say
* Prefer to self-

describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. What was your age at your last birthday?**

* 18-24
* 25-34
* 35-44
* 45-54
* 55-64
* 65-74
* 75+
* Prefer not to say

**4. How would you describe your gender identity?**

* Agender
* Man
* Woman
* Non-binary
* Unsure
* Prefer not to say
* Prefer to self-describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Does your gender identity match the one you were assigned at birth?**

* No
* Unsure
* Yes
* Prefer not to say
  + Prefer to self-describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Do you have an intersex variation?** Intersex is a term for people born with atypical physical sex characteristics. There are many different intersex traits or variations**.**

* No
* Unsure
* Yes
* Prefer not to say
  + Prefer to self-describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Do you live with a health condition, impairment, learning difference, or neurodivergence that shapes your day to day activities?**

* **No known** health condition, impairment, learning difference, or neurodivergence
* **Long-term illness** or health condition (e.g. cancer, chronic heart disease, diabetes, epilepsy, HIV)
* **Mental health** **difficulty** (e.g. addiction, anxiety, depression, eating disorders)
* **Physical impairment** or mobility issues (e.g. difficulty using your arms, using a wheelchair)
* **Neurodivergence**, meaning your brain or mind works very differently from social views of what is 'normal' (e.g. AD(H)D, Asperger’s syndrome/ other autistic spectrum condition, bipolar, dyscalculia, dyslexia, dyspraxia, Tourette syndrome)
* **Social or communication** condition (e.g. a speech and language impairment, Asperger’s syndrome/ other autistic spectrum condition)
* **Specific learning difficulty** (SpLD) (e.g. AD(H)D, dyscalculia, dyslexia, dyspraxia)
* **Blind** or visual impairment that can't be fixed with glasses
* **D/deaf or a hearing impairment**
* **Prefer not to say**
* **Prefer to self-describe:**

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**8. If you have a religion, faith, or spirituality, how would you describe it?**

* Atheist
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* No religion
* Sikh
* Spiritual
* Prefer not to say
* Prefer to self-describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. How would you describe your ethnic or racial identity?**

**Asian/ Asian British**

* Bangladeshi
* Chinese
* Indian
* Other Asian

background

* Pakistani
* Thai

**Black/ Black British**

* African
* Caribbean
* Other Black

background

**Mixed**

* White and Asian
* White and Black

African

* White and Black

Caribbean

* Other Mixed

background

**Other Ethnic Group**

* Arab
* Not known
* Turkish**White**
* British
* European
* Irish
* Gypsy/ Traveller
* Other White

Background

* Prefer not to say
* Prefer to self-

describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_