



Position Applied For:		
First name:	Surname:	
Address:		
Telephone Numbers		
Home:	Work:	Mobile:
<i>If you do not have a telephone please leave details where a telephone message can be left if you are shortlisted:</i>		
Email address:		
Please say where you saw or heard about the job:		

Education and Training			
School	From	To	Qualifications Obtained
Further Education Establishment	From	To	Qualifications Obtained (A Levels/GNVQ)
Higher Education Establishment	From	To	Qualifications Obtained
Professional Training/Qualifications	From	To	Qualifications Obtained
Other Courses Attended	From	To	Qualifications/Certificate Obtained

(For office purposes: Applicant Number:)



What computer / IT skills do you have? (whether or not you have formal qualifications)

A large, empty rectangular box with a black border, intended for the applicant to write their computer and IT skills.

(For office purposes: Applicant Number:)



<p><u>Work Experience:</u></p> <p>Please list any experience, positions held or placements paid or unpaid, starting with the most recent. Please give a summary of each, and state why you left any posts. Include the start and end date of each job. Please continue on a separate sheet if necessary.</p>			
Dates	Job Title and description of duties – please include the name of the organisation	Salary	Reason for leaving

(For office purposes: Applicant Number:)



SUPPORTING STATEMENT

EXPERIENCE: Please read the Advance Person Specification and Job Description for the post before you respond to this section and then describe how your skills, experience and knowledge make you a strong candidate for the position. Please respond to the **Person Specification point by point as it is laid out in the supporting documentation** as the panel will mark your application point by point against your response. Please give us examples where possible and also tell us why you are interested in the post. Your response to this section is a vital part of how we decide who to shortlist for interview so please **address all the criteria in the Person Specification where possible and please limit your answer to three pages of A4.**

A large, empty rectangular box with a black border, intended for the applicant to write their supporting statement.

References: Please provide the details of **two** referees.

Do ensure your referees are able to provide detailed references.

At least one should be someone who knows you in a current/most recent professional capacity - through work or education. If you do not have a professional reference an academic reference can be given. Please state their job title/position in the organisation. By giving the details here you are giving consent for us to contact the referees after the interviews.

Referee One:	Referee Two:
Name:	Name:
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Email address	Email address
In what capacity do you know them?	In what capacity do you know them?

Do you have any special requirements we need to make in relation to access to the office and/equipment for the interview or for the job itself? **YES** **NO**

If Yes, please state what these are:

Do you need a permit to work in the UK?	YES/NO
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(For office purposes: Applicant Number:)



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All posts are subject to an Enhanced DBS check. (Having a criminal record does not automatically exclude you from applying to work at ADVANCE.)

Have you any convictions, spent or unspent that we need to be aware of?	YES/NO
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Are you on either of the two DBS 'barred lists' (previously called ISA barred list)?	YES/NO
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If you have one, please bring a copy of a current DBS check to the interview.

How soon could you take up the job if you were offered it?
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<p>Declaration:</p> <p>I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued or if appointed, may lead to disciplinary action and dismissal.</p> <p>Signed:</p> <p>Date:</p>
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Completed applications should be emailed to recruitment@advancecharity.org.uk

OR

Posted marked 'Private and Confidential' to:
ADVANCE (BSU Recruitment)
PO Box 74643, London W6 6JU

BY THE CLOSING DATE specified on the advert

(For office purposes: Applicant Number:)



DATA PROTECTION ACT 1998

Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so. Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after six months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further six months.

Please note this section will be removed from the short-listing process.

EQUALITY MONITORING FORM

ADVANCE is committed to promoting equality and eliminating discrimination within its practices. The information given below will be stored anonymously and confidentially in accordance with the Data Protection Act 1998, and will be used for statistical and monitoring purposes only. We monitor applicants for paid and unpaid employment, so that we can check whether we are attracting and recruiting a diverse group of people. This form will be separated from your application form on receipt and will not be taken into account when we shortlist applicants or choose who we appoint to the job.

Position applying for:	
Where did you hear about this position?	

Gender: what is your gender?

- Female
- Male
- Non binary gender identity, please describe:

Gender: is your gender identity different to the sex you were assumed to be at birth?

- Yes
- No
- Prefer not to say

(For office purposes: Applicant Number:)

Sexual orientation: how would you describe your sexual orientation?

- Lesbian/gay
- Bisexual
- Heterosexual
- Prefer not to say
- Other, please describe:

Age: which age group do you fit?

- 17 and under
- 18 – 25 years
- 26 – 35 years
- 36 – 45 years
- 46 – 55 years
- 56 – 65 years
- 66 and over
- Prefer not to say

Disability: do you consider yourself disabled?

- Yes No

If yes – in what way?

- Physical ill-health
- Mental ill-health
- Learning difficulties
- Prefer not to say

(For office purposes: Applicant Number:)

Other, please describe:

Religion or belief: how would you describe your religion or belief?

- | | |
|--|--|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Atheist |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Christian (all denominations) | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Prefer not to say |

Ethnicity: how would you describe your ethnicity?

- A White**
- | | |
|--|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish |
| <input type="checkbox"/> Gypsy / Traveller | <input type="checkbox"/> Other white background, please describe: |
- B Asian or Asian British**
- | | |
|--|---|
| <input type="checkbox"/> Asian British | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Asian background, please describe: |
- C Black or Black British**
- | | |
|--|---|
| <input type="checkbox"/> Black British | <input type="checkbox"/> African |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Other Black background, please describe: |
- D Mixed**
- | | |
|--|---|
| <input type="checkbox"/> White and black Caribbean | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> White and black African | <input type="checkbox"/> Other mixed background, please describe: |
- E Other**

- Arab
- Latin American

- Prefer not to say
- Other ethnic group,
please describe:

How would you describe your national identity?

- English
- Welsh
- Scottish
- Northern Irish
- British
- Other, please describe:
- Prefer not to say

Do you have caring responsibilities?

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