## **EMPLOYMENT APPLICATION FORM**

Please ensure you have read the Job Description and Person Specification before completing this form. Please complete all sections of the form

electronically or using black ink only and return to ***admin@beaconbradford.org***by **9am on Monday 21st August 2023**

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| Position applied for | **Finance and Administration Officer** |

**PERSONAL DETAILS**

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| Title | Surname | Forename(s) |
| Address: | | |
| Telephone numbers: home  work *(please only provide if we can phone you at work)*  mobile  Email: | | |
| Are there any restrictions on your continued residence or right to work in the UK?  If yes, please give details: | | |
| What period of notice are you required to give to your present employer? | | |
| Where did you hear about this vacancy? | | |

*Please leave the rest of this page blank and continue on the following page*

**EMPLOYMENT RECORD**

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| **CURRENT OR MOST RECENT EMPLOYMENT**  **Current**  **Position held:**  Dates: from to  Name and address of employer:  Please give brief description of duties: |
| **PREVIOUS EMPLOYMENT**  Please outline details of your employment history *(please start with the most recent and work backwards, continuing on a separate sheet if necessary)*  **Position held:**  Hours worked:  Dates: from (month & year) to (month & year)  Name and address of employer:  Please give brief description of duties:  Reason for leaving:  **Position held:**  Hours worked:  Dates: from (month & year) to (month & year)  Name and address of employer:  Please give brief description of duties:  Reason for leaving:  **Position held:**  Hours worked:  Dates: from (month & year) to (month & year)  Name and address of employer:  Please give brief description of duties: |
| Please tell us about any gaps in your employment history and give reasons here: |

**EDUCATION**

Please indicate all qualifications, starting with the most recent *(please continue on a separate sheet if necessary)*

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| **Dates from / to (month & year)** | **School / college / university / institution** | **Qualifications gained / subjects and grades** |
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**VOLUNTARY WORK**

Please use this space to outline any voluntary work or any other activities you have undertaken, which are relevant to this application *(please continue on a separate sheet if necessary)*

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| **Dates from / to (month & year)** | **Organisation** | **Post held and main responsibilities** |
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**TRAINING / PROFESSIONAL MEMBERSHIP**

Please indicate any relevant training or membership of professional bodies *(please continue on a separate sheet if necessary)*

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| **Dates from / to (month & year)** | **Course & Institution** | **Brief details** |
|  |  |  |
| **Please provide the full title of any professional body of which you are a member and state length of membership:** | | |

**STATEMENT OF INTEREST**

Please tell us what motivated you to apply for this position and why you are a suitable candidate for the role

**Please refer to the job description and outline clearly how you meet each of the criteria specified in the person specification**

*Please continue on a separate sheet if necessary and do not exceed 3 pages in total*

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**DATA PROTECTION STATEMENT**

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| BEACON (Bradford Ecumenical Asylum Concern) is a registered UK charity (charity number 1119463) and is the data controller of the personal data you provide on this form. BEACON treats personal data collected during the recruitment process for purposes permitted under the General Data Protection Regulation, in accordance with our data protection policy. Information from this application will be processed and stored securely, will only be used to assist us to complete a fair selection process and will not be shared with third parties.  If your application is unsuccessful, we will hold your data on record for 12 months. If your application is successful it will be placed in your personnel file where it will remain for 6 years post-employment to enable us to fulfil certain legal and contractual obligations.  You have the right to view and amend your data at any time. You may do this by contacting the BEACON Team Leader in writing at beacon@beaconbradford.org or at Touchstone, 4 Easby Road, Bradford, BD7 1QX.  If you wish to raise a complaint about how your data has been handled, please contact the BEACON Team Leader who will investigate the matter. If you are not satisfied with the response or believe your data is not being processed in accordance with GDPR regulations, you can complain to the Information Commissioner’s Office (ICO).  By signing below, I give BEACON consent to process the data I have provided on this form for the purposes outlined above  Signed: ­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**DECLARATION**

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| I confirm that the above information is complete and correct to my knowledge and belief and that any untrue, misleading or withheld information will give BEACON the right to terminate any employment offered. I understand that any offer of employment is subject to BEACON being satisfied with the result of a series of pre-employment checks including satisfactory references, evidence of eligibility to work in the UK and DBS check.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **If you have a disability or health condition, and there are any special arrangements or reasonable adjustments which need to be made to enable you to participate in the recruitment and selection process, please contact us to arrange suitable adjustments.** |

***Please note: the following pages will be detached from your application prior to it being considered. They will not be available to the shortlisting panel and will not form part of the process of selection for interview***

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| **NAME:** |
| **POSITION APPLIED FOR:** |

REFERENCES

Please give the names and contact details of three referees who we can contact to provide information in support of your application. One of these should be your current line manager: if you are not in employment, please supply the name of your most recent employer or an educational referee (e.g. tutor or teacher) if you have been in education. If a conditional offer of employment is made and accepted, we will contact at least two of your referees for a reference. Please ensure you give consent to your referees to release your personal data and obtain your referee's permission to share their contact details.

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| --- | --- | --- |
| **Current / last employer** | **Second referee** | **Third referee** |
| Name  Organisation  Address  Postcode  Telephone  Email  Position held in relation to applicant | Name  Organisation  Address  Postcode  Telephone  Email  Position held in relation to applicant | Name  Organisation  Address  Postcode  Telephone  Email  Position held in relation to applicant |

**REHABILITATION OF OFFENDERS ACT 1974**

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| You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  YES /NO  If yes, please give details of date(s), offence(s) and sentence(s) passed:  Applications from people with criminal convictions will be considered on their merit. Convictions that are irrelevant to the requirements of this post will not be taken into account. Any convictions which may have a bearing on the requirements of the post will be discussed with you if you are shortlisted.  ***The information you provide will be treated as strictly confidential and will only be considered only in relation to the requirements of the job for which you are applying*** |

**EQUALITY & DIVERSITY MONITORING**

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| BEACON aims to be an equal opportunities employer and strives to meet the aims and commitments set out in its equality and diversity policy. This includes treating individuals in the recruitment process on the basis of their relevant merits and abilities and not discriminating as outlined under the Equality Act 2010.  We also wish to build an accurate picture of the make-up of the workforce in encouraging equality and diversity.  We need your help and co-operation to enable us do this, but filling in this section of the form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes only.  *Please indicate the most appropriate answer*  **GENDER**  Male / Female / Intersex / Non-binary / Prefer not to say  If you prefer to use your own term, please specify here:  Is the gender you identify with the same as your gender registered at birth?  Yes / No / Prefer not to say  **MARITAL STATUS**  Are you married or in a civil partnership?    **AGE**  16-24 25-29 30-34 35-39 40-44 45-49  50-54 55-59 60-64 65+ Prefer not to say  **DISABILITY**  Do you consider that you have a disability or health condition?  Yes /No /Prefer not to say  *The information provided here is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’ in order to be able to carry out the duties of this post, then please discuss this with the manager running the recruitment process.*  **ETHNICITY**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please indicate the most appropriate answer.  **White:**  English / Welsh / Scottish / Northern Irish / Irish / British / Gypsy or Irish Traveller / Prefer not to say / Any other white background (please specify here):  **Mixed/multiple ethnic groups:**  White and Black Caribbean / White and Black African / White and Asian / Prefer not to say / Any other mixed background (please specify here):  **Asian / Asian British:**  Indian / Pakistani / Bangladeshi / Chinese / Prefer not to say / Any other Asian background (please specify here:  **Black / African / Caribbean / Black British**  African / Caribbean / Prefer not to say / Any other Black, African, Caribbean background (please specify here):  **Other ethnic group:**  Arab / Prefer not to say / Any other ethnic group (please specify here):  **SEXUAL ORIENTATION**  Heterosexual /Lesbian /Gay / Bisexual / Prefer not to say  If you prefer to use your own term, please specify here:  **RELIGION**  No religion or belief / Christian / Buddhist / Hindu / Jewish / Muslim / Sikh / Prefer not to say / Any other religion (please specify here):  **CARING RESPONSIBILITIES**  Do you have caring responsibilities? If yes, please indicate all that apply  None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person  Secondary carer (another person carries out the main caring role)  Prefer not to say |

*Thank you for taking the time to complete this form and for your interest in working at BEACON*