Application for Employment

Please complete this form in typed black font. The information supplied here will be used to select candidates for interview. It is therefore important that you complete this form in full, having read the accompanying guidelines carefully before doing so.

A good application should provide evidence that you meet the essential criteria from the person specification through clear examples. Please do **not** include CVs or similar as these cannot be considered.

Please return this form, either by email to recruitment@healthwatchliverpool.co.uk or by post to Laridae, 2nd Floor, 151 Dale Street, Liverpool, L2 2AH.

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| --- |
| Position applied for:  |
| Name: |
| Address: |
| Email address: |
| Telephone: Home: Work: Mobile: |

|  |
| --- |
| Are there any adjustments that may be required to be made should you be invited for interview? YES / NO |
| If yes, please state here: |

**Equalities Monitoring**

You do not have to answer any questions that you don’t feel comfortable with.

All of the information gathered in this questionnaire is confidential and will be separated from your application before shortlisting. It will only be used to help us ensure that we are addressing our commitment to be an equal opportunities employer.

 Please describe your gender identity? *Please tick the appropriate box*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer not to say |  |

Is your gender identity the same as the gender you were assigned at birth? *Please tick the appropriate box*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

Do you consider yourself to have a disability? *Please tick the appropriate box*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

**How would you describe your ethnic origin?** *Please tick one box only*

|  |  |  |  |
| --- | --- | --- | --- |
| **A) White** |  | **C) Asian or Asian British** |  |
| English |  | Indian |  |
| Welsh |  | Pakistani |  |
| Scottish |  | Bangladeshi |  |
| Northern Irish |  | Chinese |  |
| Irish |  | Other Asian Background |  |
| Gypsy or Traveller |  |  |  |
| White Other |  | **D) Black or Black British** |  |
|  |  | Caribbean |  |
| **B) Mixed / Multiple ethnic Background** |  | African |  |
| White & Black Caribbean |  | Other Black Background |  |
| White & Black African |  |  |  |
| White & Asian |  | **E) Other ethnic group (please state)** |  |
| Other Mixed / multiple background |  | Prefer not to say |  |

**Application form**

The Information from this point on will be used to decide who best meets the requirements of the post and will be shortlisted for interview. Please demonstrate the reasons why you are well suited to this post and give clear examples. If you need more space please expand boxes if completing electronically or continue on a separate sheet.

**Relevant Work and life experiences**

Please include in date order (starting with your most recent) your previous / current employment, placements and voluntary work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  | **Dates to and from** | **Jobs Title / Volunteer Roles held**  | **Reason for leaving** |
|  |  |  |  |

Please note any other life experiences that you believe may be relevant.

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|  |

**Education and training**

Please indicate in date order (starting with your most recent) any education or training, including short courses, which you think is relevant to your application.

|  |  |  |
| --- | --- | --- |
| **School / college / training provider**  | **Dates to and from** | **Qualification and attainment level** |
|  |  |  |

**Your ability to fill this role**

Please tell us about how you meet the person specification for this job. You should draw on your experiences from your current / previous roles or from other relevant situations such as activities outside work. Your application will be scored and shortlisting decisions made based on how clearly you match the person specification.

**Please keep your response to no more than 2 sides of A4 paper. Applications which exceed this will not be considered.**

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| --- | --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes No |
| If you are successful in your application, would you require a work permit prior to taking up employment? | Yes No |

# Criminal records

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence(s) is deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests.

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# We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

# To ensure the safety of those who use our services, a DBS (Disclosure and Barring) check will be completed for all positions. If a check is returned and reveals any undeclared information, this will be discussed with the applicant. The Chief Executive will make a decision as to whether the offer of employment should be withdrawn.

**References**

Please give the names and addresses of two people from whom references may be sought concerning your application. One of the referees MUST be your current / last employer who will be asked specifically about your attendance record. No appointment will be made unless satisfactory references are received.

|  |  |
| --- | --- |
| Name:  | Name: |
| Address: | Address: |
| Tel. No | Tel. No. |
| Email:  | Email: |
| Relationship to candidate | Relationship to candidate |
|  |  |
| I give permission to take up my references prior to an offer of employment being made: Yes No | I give permission to take up my references prior to an offer of employment being made: Yes No |

|  |
| --- |
| If successful, how soon could you take up the post?  |

I confirm that the information given in this form is correct to the best of my knowledge.

Signed: Date:

**Data Protection Statement**

*The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.*

 *If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.*