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| **Application for the position of:** |  |
| **Please indicate preferred area:** | Lewisham  Southwark  Bromley |
| **Please indicate preferred** | Full time  Part time  Bank |
| **How did you hear about the vacancy:**  Website  Advert  Social media  Introduced by a friend  Name of friend: | |

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| **PERSONAL DETAILS** | |
| First name | Last name |
| Address | |
| Email | |
| Telephone number:  Home:  Work:  Mobile:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PRESENT EMPLOYER/MOST RECENT EMPLOYER** | | | | | | **Please state the number of days sickness absence in the last 12 months** | | | |  | | **Dates** | **Employer name and address** | **Job title and main duties** | | **Salary** | |  |  |  | |  | | **Notice required:** | |  | | | | **Why do you wish to leave?** | |  | | | | **PREVIOUS EMPLOYMENT**  Please include any paid or voluntary work starting with most recent  Please provide an explanation for any gaps in your employment history | | | | | | **Dates** | **Employer name and address** | | **Job title and main duties** | **Salary** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   **Please continue on a separate sheet if necessary** | |
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| **EDUCATION** | | |
| **Date** | **School/College/University** | **Qualification** |
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| **TRAINING**  Please bring documentary evidence of any relevant qualification to your interview | | |
| **Dates** | **Training provider** | **Details of training/qualification** |
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| **Are you a member of any professional body?**  **If yes, please bring evidence of membership to your interview** | Yes  No |

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| **REFERENCES**  Please provide the details of two referees. One should be your current or most recent employer.  We will not normally accept an agency as your referee or a personal reference | |
| Name  Position held by referee:  Name of the organisation/company  Address:  Telephone:  Email:  Can we approach this referee prior to interview?  Yes  No | Name  Position held by referee:  Name of the organisation/company  Address:  Telephone:  Email:  Can we approach this referee prior to interview?  Yes  No |
| **Please note that in obtaining references we will ask about any disciplinary offences and reserve the right to contact any of your previous employers for a references at any time.** | |

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| **Do you consider yourself as disabled?** | Yes  No |
| If you consider yourself to be disabled and are unable to meet some of the job criteria because of your disability, please address this in your application. If you meet all other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include adjustment to premises and equipment or job duties | |

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| **SUPPORTING STATEMENT** |
| **Please refer to the job description and describe how you meet the criteria for this position** |
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| **OTHER INFORMATION** |
| **REHABILITATION OF OFFENDERS ACT**  Because of the nature of the work, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about convictions which for other purposes are ‘spend’ under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to your application for this post  **Have you ever had any convictions against you?**  Yes  No  **If yes, please provide full details of convictions:** |
| **RIGHT TO WORK**  In order to comply with Immigration Act 1996 we are required to see proof of your right to work in UK. This will be requested once a job offer has be made. However, if you require a work permit to work in the UK please indicate.  **Do you a work permit to work in the UK?**  Yes  No  **If yes, please provide details:** |
| **DISCIPLINARY ACTION**  **Have you ever been dismissed from a job or had a formal disciplinary action taken against you, or is any disciplinary action pending against you?**  Yes  No  **If yes, please provide details:** |
| **Are you related to or do you know an employee of Everystory?**  Yes  No  **If yes, please provide details:** |

**Equal Opportunities Monitoring**

In accordance with its equal opportunities statement, Everystory will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age.

In order to enable Everystory to ensure compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the short listing for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on a computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

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| **Name** |  |
| **Job title** |  |

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| **Gender** | | | | |
| **Male** | **Female** | **Non-binary** | | **Prefer not to say** |
| **Is this gender the same as you were assigned at birth?** | | | | |
| **Yes** | | | **No** | |

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| **Marital status** | **Tick** |
| **Married** |  |
| **Civil partnership** |  |
| **Never married/been in a civil partnership** |  |
| **Separated** |  |
| **Divorced** |  |
| **Dissolved civil partnership** |  |
| **Widowed** |  |
| **Surviving partner of a civil partnership** |  |
| **Prefer not to say** |  |
| **Other (please specify)** |  |

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| **Age band** | | | | | | | |
| **Under 18** | **18 – 29** | **30 – 39** | **40 – 49** | **50 – 59** | **60 – 65** | **Over 65** | **Prefer not to say** |

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| **Sexual orientation** | **Tick** |
| **Heterosexual / Straight** |  |
| **Gay / Lesbian** |  |
| **Bisexual** |  |
| **Pansexual** |  |
| **Asexual** |  |
| **Prefer not to say** |  |
| **Other (please specify)** |  |

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| **Disabilities** | | | |
| **None** | **Physical disability** | **Mental disability** | **Prefer not to say** |

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| **Ethnic Background (Please circle/tick)** | |
| **White** | English / Welsh / Scottish / Irish / British / Gypsy or Irish Traveller / Other |
| **Mixed or multiple ethnic groups** | White and Black Caribbean / White and Black African / White and Asian / Other |
| **Asian** | Indian / Pakistani / Bangladeshi / Chinese / Other |
| **Black** | African / Caribbean / Other |
| **Prefer not to say** |  |
| **Other** | Any other ethnic group (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **What is your religion?** | **Tick** |
| **No religion** |  |
| **Christian**  **(including Church of England, Catholic, Protestant and all other Christian denominations)** |  |
| **Buddhist** |  |
| **Hindu** |  |
| **Jewish** |  |
| **Muslim** |  |
| **Sikh** |  |
| **Any other religion** |  |
| **Prefer not to say** |  |

All job offer will be subject to satisfactory Occupational Health Clearance, a Disclosure and Barring Service (DBS) check, references and verification of Right to work in the UK.

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| **DECLARATION**  **I confirm that the information provided is complete and correct and that any untrue or misleading information will give Everystory the right to terminate any job offer or employment contract.**  **Signed** ………………………………………………………. **Date** ……………………………………. |

Please return completed and signed form to:

Everystory

Unit 3 California Building,

Deals Gateway

London SE13 7SB

or email to: [recruitment@everystory.org.uk](mailto:recruitment@everystory.org.uk)