

Staff Application Form



Position Applied for:

Your Details

Full Name
Full Address
Telephone Number (Day) (Evening)
E mail address
Date of Birth

Your experience and qualifications

Please tell us about where you have worked in the past, both full time and part time roles. Tell us about the current, or most recent, first.

Dates	Employer	Description of role	Reason for leaving

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Please tell us about your academic and professional qualifications and details of any voluntary work or professional development undertaken.

	Dates	Qualifications or Experience
At school or college		
At University		
Self study/voluntary work		
Through employment		

About your experience, and suitability for this role

We will use the information you tell us in this section to assess your experience and suitability for the role. Show us how your skills and experience match our requirements as identified in the job description and person specification. We are particularly interested in any work you have done that is similar to the role advertised whether delivered in a paid, or voluntary basis.

References

We will want to take up at least two references, one of whom should be your present or most recent employer. Please provide details below.

Name:

Organisation:

Address:

Tel No:

E mail address:

May we contact prior to interview: Yes / No

Name:

Organisation:

Address:

Tel No:

E mail address:

May we contact prior to interview: Yes / No

Health

The BUILD Charity is serious about providing equal opportunities for people with disabilities, and will endeavour to provide an interview for all applicants with disabilities who meet the criteria for the job.

Please tell us if you consider yourself to have any form of disability or any relevant health condition which could affect your mobility, or ability to perform the roles within the job description.

Please tell us how many days of absence, due to ill health, you have taken from your work in the last two years.

Additional Information

Do you hold a current full driving licence? Yes / No

Do you have access to a vehicle for work purposes? Yes / No

Do you require a work permit to work in the United Kingdom? Yes / No

Are you familiar with Microsoft Office software? Yes / No

Are you able to work occasional evenings and weekends? Yes / No

Are you a close friend, or relative of a trustee or employee at BUILD?

Yes / No

Rehabilitation of Offenders Act

The BUILD Charity is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, age, responsibilities for dependents, physical or mental disability or offending background.

The Rehabilitation of Offenders Act 1974 makes it illegal for employers or prospective employers to take into account offences from which the person concerned is deemed to be rehabilitated. This means that after a certain period of time (which will depend on the offence and the length and severity of the punishment) the person concerned is to be assessed as if the conviction had never taken place.

There are however, exceptions to this where all previous offences can be disclosed. This includes employment that enables access to vulnerable persons such as is the case with posts that are available within The BUILD Charity. The role you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires you to disclose relevant offences as detailed below.

We actively promote equality of opportunity for all with the right skills talent or potential and welcome applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily bar an applicant from working, or volunteering for BUILD Charity the nature of the disclosed conviction and its relevance to the post in question will be considered. We select all candidates based on their skills qualifications and experience and will not discriminate unfairly against applicants with a criminal record. However, BUILD Charity recognises that it has a duty to its service users and the wider community to take account of offences that have a direct bearing on a candidate's suitability for a particular post. For this reason, we require all applicants to provide information on all unspent convictions. This includes cautions, reprimands, warnings and any pending criminal charges.

I have information to declare:

Yes No

*If yes, please supply this in a sealed envelope,
marked CONFIDENTIAL*

Declaration

In line with the Data Protection Act 2018:

I confirm that to the best of my knowledge, the information given is correct and that I will advise BUILD of any changes.

I understand that information given on this form will be held in electronic and paper form for use by BUILD staff, and BUILD volunteers, and will not be shared with anyone else without my permission.

I give my explicit consent to BUILD holding this information for use in my involvement with BUILD.

I understand I can request this information to be deleted from your records at any time.

A copy of the BUILD Charity Privacy policy is available on request

By signing below, you are agreeing that the information given throughout this application form is, to the best of your knowledge, factually correct. You are also accepting that if any information is found to be factually incorrect, or a relevant piece of information withheld, such actions may be sufficient cause for rejection of the application or, if employed, dismissal.

Signature

Date

Please return this completed application, marked **private and confidential** to:

James Kearns, Chief Executive, The BUILD Charity, Church House, Church Alley, Redwell Street, Norwich NR2 4SN