**Privacy Notice for applicants**

Collection and use of your personal information (data): we use the information that you provide within this form and any supporting documents to enable us to assess, recruit and appoint our staff. For the successful applicant, this form and any supporting information collected during the recruitment process forms part of the HR file held for each staff member. If you are not willing to provide the information requested in this form we will not be able to process your application.

InHope will treat the information contained within this form, and any supporting information, in confidence. InHope will not disclose information in this form, or any supporting documents, to any third party without your prior consent.

Data use and retention is governed by our Data Protection Policy, ref CCM P046, which is available on request.

**Application for Employment**

**Please complete this application form in full** and to the best of your ability, using black ink/font and return it to the location or e-mail as specified in the advertisement**.** If you use continuation sheets please write your name and the job title on each page. You may submit your CV but only in support of a completed application form. **InHope is an equal opportunities employer.**

|  |  |
| --- | --- |
| **For the post of:** |  |

|  |  |
| --- | --- |
| **Surname** | **Title** |
| **Forename/s** | |
| **Address** | **Tel: (home)** |
| **Tel: (mobile)** |
| **Tel: (work)** |
| **Postcode** | (Discretion will be used if we contact you at work) |
| **E-mail** | **Are you legally entitled to work in the UK?** Yes/No |

You will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996.

**Present or most recent post (employed, self-employed, volunteer etc.)**

|  |  |
| --- | --- |
| **Role title** | **Reason for leaving / wanting to leave?** |
| **Employer/Organisation** |
| **Address** |
| **Postcode** |

**Dates from to**

**How much notice must you give your present employer?**

|  |
| --- |
| **Summary of responsibilities and achievements:** |

**Employment / Volunteering History**

Please list your employment and/or relevant voluntary work in the last ten years, or older employments/volunteering if relevant to the role applied for (starting with the most recent). Please include the country you were based in if different from the organisation’s address. (Please add rows to the table if needed.)

| **Organisation** | **Role title** | **Date from** | **Date to** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
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**Please give details of your education, qualifications and training relevant to this application.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Course completed** | **Place of training** | **Grade/result** |
|  |  |  |  |  |

**Languages – written and spoken**

**First language:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Other languages** | **Written:**  **level of fluency** | **Spoken:**  **level of fluency** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

**Professional Statement**

Please use the box below to tell us how you meet the requirements of the role as given in the Job Description. Please give examples of how your knowledge, experience and skills demonstrate your suitability for this role. **Please provide as much evidence as you can** to illustrate how you meet the criteria.

(Please do not exceed 750 words)

|  |
| --- |
|  |

**Personal Statement**

Please use the box below to give a statement of how your faith has developed over time, and how you see your faith being worked out in practice through the role applied for.

(Please do not exceed 500 words)

|  |
| --- |
|  |

**References**

Please give the name and address of at least two referees. One referee should be your most recent employer/organisation and one should be from your Church leader or a representative of your church.

We may request further referees on a case-by-case basis. By providing this information you consent to us contacting your referees in relation to your application.

|  |  |
| --- | --- |
| **Name** | **Telephone** |
| **Position** | **Email** |
| **Organisation** | **May we contact this referee:**  Prior to interview? Yes/No |
| **Address** | Prior to an offer? Yes/No |
| **Postcode** |  |
|  | |
| **Name** | **Telephone** |
| **Position** | **Email** |
| **Organisation** | **May we contact this referee:**  Prior to interview? Yes/No |
| **Address** | Prior to an offer? Yes/No |
| **Postcode** |  |
|  | |
| **Name** | **Telephone** |
| **Position** | **Email** |
| **Organisation** | **May we contact this referee:**  Prior to interview? Yes/No |
| **Address** | Prior to an offer? Yes/No |
| **Postcode** |  |

**Safeguarding and Criminal Records**

InHope has a Safeguarding Policy (CCM P043) which applies to all staff and volunteers. Since we work closely with vulnerable adults there will be a requirement to obtain a check from the Disclosure and Barring Service. The level of check required is role dependent and is stated on the Job Description. Employment by inHope is subject to a satisfactory DBS check and for roles requiring an Enhanced or Enhanced with Barred List check, any job offer will be subject to a satisfactory check.

Having a criminal record will not necessarily bar you from working with inHope or its managed activities but this will depend on the nature of the role applied for and the circumstances and background of the offence. Our intent is to provide a safe route to employment for anyone who might have a history of offending. For an informal and confidential chat on this matter please contact [hr@inhope.uk](about:blank).

|  |  |  |
| --- | --- | --- |
| Do you have any unspent convictions? (please cross through as appropriate) | Yes | No |
| If yes, please give basic details: | | |

**Declaration and Consent**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I consent to inHope carrying out a DBS check.

(If you do not consent to a DBS check being carried out, or if consent is withheld, we will unfortunately be unable to proceed with your application.)

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

(Please type your name if the form is submitted in electronic format.)

If you are appointed, this document will form the basis of your personnel record.

***Please return the fully completed application form to the following, marking the envelope ‘private and confidential’:***

Chief Executive

inHope

32 Stapleton Road

Easton

Bristol

BS5 0QY

Or email it in PDF format to: [HR@inhope.uk](about:blank)

Please complete, and submit alongside your application form, the diversity monitoring form found over the page.

**Diversity Monitoring Form**

**Our Policy**

It is the aim of inHope to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion[[1]](#footnote-1), marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end inHope is working towards a Diversity and Inclusion Policy which is in accordance with the full provisions of the Equality Act 2010 and Rehabilitation of Offenders Act 1974 and for each employee to contribute to its success.

**Monitoring Information**

To ensure that we meet the aims of the Diversity and Inclusion Policy, and it is effective, we want to build and maintain an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We therefore need your help and co-operation to enable us to do this but filling in this form is voluntary.

The information collected through this form will be used solely for monitoring purposes. It will be treated as confidential and held in accordance with our Data Protection Policy. If you are completing this form as part of a recruitment process, it will be detached from your application form and will not be seen by the shortlisting or interview panel.

Please return the completed form in the envelope marked ‘Strictly confidential’ to:

Chief Executive, inHope, 32 Stapleton Road, Easton, Bristol, BS5 0QY

Or email it to: [HR@inhope.org.uk](about:blank)

**Your Details**

**Please state the post for which you are applying:**

**Your name:**

**Where did you first see/hear about this vacancy?**

**Monitoring Questions**

1. **Gender:** Man 🗆 Woman 🗆 Non-binary 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here …………………….

1. **Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆
2. **Age** 16-24 🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 prefer not to say 🗆

1. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆 British 🗆

Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆

Prefer not to say 🗆

Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆

Any other ethnic group, please write in:

1. **Do you have a disability as defined by the Equality Act?**

Yes🗆 No 🗆 Prefer not to say 🗆

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

1. **What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

If you prefer to use your own term, please specify here:

1. **What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆 Muslim 🗆

Sikh 🗆 Prefer not to say 🗆

If other religion or belief, please write in:

1. **What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

1. **What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆

Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆 Prefer not to say 🗆

If other, please write in:

1. **Do you have caring responsibilities? If yes, please tick 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 🗆

**Sensitive Personal Data Consent Form**

In order to comply with the Data Protection Act 2018, inHope must obtain consent to hold and use personal information about individuals that could be considered sensitive. The following has been highlighted as sensitive under the DPA 2018: racial or ethnic origin, political opinions, religious belief, trade union membership, physical or mental health condition, sexual life. The Act prohibits the processing of sensitive data except in specified circumstances, for example equal opportunities monitoring. It is only in this sensitive area that inHope wishes to monitor in order to assess the effectiveness of its diversity and inclusion policy and to reduce the possibility of discrimination occurring.

By signing the statement below you are giving your consent to inHope to process and handle sensitive personal data under the Principles of Data Protection as detailed in the Data Protection Act 2018, for the purposes of equal opportunities monitoring.

**Declaration:**

I understand that the information provided within this monitoring form will be used only for the purpose set out in the statement above, and my consent is conditional upon inHope complying with the obligation and duties under the Data Protection Act 2018.

**Signed:**

**Print name:**

**Date:**

(Please type your name if the form is submitted in electronic format.)

1. Certain jobs may need to be held by Christians due to the nature of the work and/or the context in which it is carried out. This requirement will only be imposed where it can be justified as an occupational requirement under the Equality Act 2010. [↑](#footnote-ref-1)