**APPLICATION FOR EMPLOYMENT**

Please complete this form and return it by email to **people@birminghamcommunitymatters.org.uk**

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| At Birmingham Community Matters we value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds.  Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification.  Please note that CVs are not accepted. |

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| **Section 1**  **About you** | | |
| **Personal details** | | |
| **Title** |  | |
| First name(s) |  | |
| Last name |  | |
| Address |  | |
| Postcode |  | |
| Telephone home |  | |
| Telephone work |  | |
| May we contact you at work? | | Yes / No |
| Telephone mobile |  | |
| Email |  | |

**Role applied for:**

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| Communication preferences |
| We will normally contact you by email, however, if you would prefer to be contacted using another method please let us know here: |

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| **Entitlement to work in the UK** |
| **To take up this post you must have the right to work in the UK.**  Please note that Birmingham Community Matters does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.   1. Are there any restrictions on your continued residence or employment in the UK?   YES ☐ NO ☐   1. If yes, please give details below: |

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| **Rehabilitation of Offenders Act 1974** |
| Having a criminal record will not necessarily bar you from working for Birmingham Community Matters – much will depend on the type of job you have applied for and the background and circumstances of your offence.  However, you are required to disclose any convictions, which are not spent by virtue of the Rehabilitation of Offenders Act 1974.  For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the application pack.   1. Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?   YES ☐ NO ☐   1. If yes, please give details of date(s), offence(s) and sentence(s) passed:   The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:   1. Please also confirm that you are not listed on either of the following (as appropriate):   ☐ I confirm that I am not listed on the children’s barred list.  **OR**  ☐ I confirm that I am not listed on the adults’ barred list.  **AND**  ☐ I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.  **The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.** |

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| **Section 2**  **References** | | |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references.  One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity.  Both referees should be able to comment on your suitability for the post applied for.  References will only be taken up for candidates who are invited to interview.  Please ensure that your referees are aware of this application. | | |
| **Referee 1** | | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| How does this referee know you? | |  |
| **Referee 2** | | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| How does this referee know you? | |  |

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| Section 3Information, experience, knowledge, skills and abilities |
| **It is essential that you complete this section in full.**  Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the Person Specification**.**  Please continue on a separate sheet if necessary but no more than this side and an additional A4. |
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| Section 3Your experience | | | | | |
| **Please include details of your current and previous experience including:**   * jobs * training schemes * travel * voluntary work and/or community activities * school placements * caring/family responsibilities.   Please put in date order, starting with the most recent, and continue on a separate sheet if necessary. Please try not to leave any unexplained gaps. | | | | | |
| **Organisation name and address and type of business** | **State position held (if applicable) and outline briefly the nature of the work and/or your responsibilities during this time** | | | | |
|  |  | | | | |
| Dates: | From | | To | |
| Reason for leaving: | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reason for leaving: | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reason for leaving: | | | | |
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| Dates: | | From | | To |
| Reason for leaving: | | | | |

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| **Current employment** |
| What period of notice are you required to give to your present employer? |
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| **Section 4**  **Educational history** | | | |
| Please give details of educational qualifications you have obtained from school, college, university, employment and so on - starting with the most recent. | | | |
| Level | Subject | Grade | Year achieved |
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| **Section 5**  **Training / professional development** | | |
| **Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken** | | |
| **Name** | **Brief details** | **Year undertaken** |
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| **Section 5**  **Data Protection Statement** |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  Birmingham Community Matters treats personal data collected during the recruitment process in accordance with its Data Protection Policy.  If appointed, for the purposes of employment at Birmingham Community Matters. Your information will be kept securely for a period of twelve months following the date of the job advertisement, or for six years from the date of you leaving the employment of Birmingham Community Matters should you be successful in gaining the post. Information about how your data is used and the basis for processing your data is provided in our privacy notice available from our Data Protection Lead. |

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| Declaration | |
| I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.  I confirm that the above information is complete and correct and that any untrue or misleading information will give Birmingham Community Matters the right to terminate any employment offered. I understand that any offer of employment is subject to Birmingham Community Matters being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | |
| Signed: | Dated: |

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| Accessibility |
| **If you have a disability or impairment please let us know below if there are any arrangements we can make to support you during the recruitment process.** |
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Please return this application form by email to:

**people@birminghamcommunitymatters.org.uk**

by 11pm on Sunday 5 February 2023.

Please let us know by email if you wish to submit a postal application.

Our postal address is:

**Birmingham Community Matters**

Stirchley Baths

2 – 4 Bournville Lane

Birmingham

B30 2JT