



JOB APPLICATION

<p>Role applied for: Bilingual Diversity and Inclusion Worker</p> <p>Based at: Tameside</p> <p>Closing Date: Monday 26th July 2021</p>	<p>Please return completed applications to: info@beingthere.org.uk</p> <p>or post to Chief Executive, Being There, The Grange Pilgrim Drive Manchester, M113TQ</p>
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PERSONAL DETAILS

<p>Surname:</p> <p>Forename(s) or initials:</p>	<p>Address for further communication:</p> <p>Post Code:</p> <p>Telephone No : Mobile :</p> <p>Email :</p>
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EDUCATION AND QUALIFICATIONS

General Education – please state qualifications held with subjects, grades, awarding body and dates

Further Qualifications e.g. professional, technical etc. Please state awarding body and dates awarded.

Skills Certificates e.g. shorthand, first aid etc

PRESENT/MOST RECENT APPOINTMENT

Role /Job title:

Current Position/Grade/Salary:

Charity / voluntary sector /Employer's name and address:

Date commenced:

Main duties and responsibilities:

PREVIOUS EMPLOYMENT

Employer	Dates <i>From To</i>	Posts Held

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of relevant experience gained in employment, voluntary or community work. Continue on a separate sheet if necessary.



REFEREES

Please give the names and addresses of two people from whom references can be obtained. One must be your current or most recent employer. A current employer will not be approached without prior permission until an offer of appointment has been made.

<p>Name</p> <p>Address</p> <p>Telephone No.</p> <p>In what capacity does this person know you?</p> <p>May we approach this referee before interview?</p> <p>Yes/No</p>	<p>Name</p> <p>Address</p> <p>Telephone No.</p> <p>In what capacity does this person know you?</p> <p>May we approach this referee before interview?</p> <p>Yes/No</p>
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GENERAL INFORMATION

How did you become aware of this vacancy? Please name publication. _____

Do you hold a valid driving licence? Yes/No

Do you have use of a car? Yes/No

On a separate sheet, please give details of any criminal convictions, including date and sentence imposed.

REHABILITATION OF OFFENDERS ACT 1974

By virtue of the Rehabilitation (Exemptions) Order 1975, this post is exempt from the provisions of Section 4(2) of the Act. Information about convictions which are "spent" should not be withheld. Failure to disclose convictions could result in removal as a trustee at a later date. Any information provided will be treated as confidential and will be considered only in relation to posts to which the Exemptions Order applies.

NB. A Disclosure and Barring Service Enhanced Disclosure will be required for the successful candidate

The information on this form will be held and used by Being There in accordance with the provisions of the Data Protection Act 1998 and all relevant, subsequent legislation. This information will be held for the purposes of trustee/administration and statistical and business analysis. We will never sell or transfer your details to third parties for marketing purposes.

DECLARATION

To the best of my knowledge and belief all the information I have given on this form is true. I understand that any false statement may disqualify me from being appointed a trustee or render me liable to removal. I also understand that an offer of appointment of trusteeship made to me will be subject to election by members.

Signature _____

Date _____

FOR OFFICE USE ONLY

Date of interview

Candidate fails to meet Person Specification criteria – note reasons

Candidate not interviewed – note reasons

Candidate short-listed but not appointed – note reasons

Candidate interviewed and appointed – note start date and salary

Further action

THIS FORM NEEDS TO BE KEPT FOR SIX MONTHS FROM THE DATE OF INTERVIEW