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| --- | --- | --- | --- | --- | --- |
| OFFICE USE ONLY | Job Ref: | Disability Declared: |  | Applicant ID: |  |

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**CONFIDENTIAL**



**Application for Employment**

CANW is committed to treating job applicants and employees fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process, both for reasons of natural justice and fair treatment and to ensure that the most suitable candidates are appointed in order to maximise the Charity’s efficiency. We aim to embrace diversity in all that we do and we recognise the worth of each individual’s experience, expertise and opinion and we hold respect for one another at the heart of our organisation.

Guidance notes

Please read these notes carefully before filling in this form. Remember, the information you give in this application is our only way of knowing whether you are suitable for the job.

* Please complete this form in **BLACK** ink or type for photocopying purposes.
* Please note we do **NOT** accept CV’s, or partially completed application forms with a CV attached.
* We accept applications by post, email or fax.
* A large print version of this form is available on request by contacting HR. If you have any other specific needs, please contact us via Email: [humanresources@canw.org.uk](mailto:humanresources@canw.org.uk) or Tel: 01254 244 700.
* Please note: Should there be a large number of applicants for the post who meet the essential requirements, the selection panel will consider the Desirable requirements during the short-listing process.

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| --- | --- | --- | --- |
| **Position Applied for** |  | **Website Ref:** |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Title:** |  | **Address: (including post code)** |
| **Forename(s)** |  |  |
| **Surname:** |  |
| **Previous name(s):** |  |
| **Home Tel :** |  |
| **Work Tel:** |  |
| **Mob Tel :** |  |
| **Email :** |  | |

Your personal details and disability declaration will be removed from the application form and only shared with the recruiting manager once the shortlisting process is complete.

**CANW welcomes applications from people with disabilities**

We are constantly looking for ways to increase the number of disabled people who are employed by us. To achieve this and as part of our commitment to being positive about disability, we have introduced a **guaranteed interview scheme**.

This means that, although we cannot guarantee you a job, we can at least guarantee an interview, ***providing*** you have declared a disability (see below) and you have satisfied the essential criteria (i.e. qualifications, experience, knowledge, skills, attributes etc.) for the job. Applications who have declared a disability will be identified by the HR team before interview lists are drawn up.

At the interview you will be assessed along with all other applicants under the usual recruitment procedure. If you are offered the job, we will consider (in consultation with you) any adjustments to the working conditions or environment that may be required to enable you to carry out the job.

**Definition of disability**

Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport.

* **Physical impairment** – an impairment which affects your physical abilities or senses.
* **Mental impairment** - an impairment resulting from, or consisting of, a mental illness only if the illness is a clinically well-recognised mental illness.
* **Long term** - the effect must have lasted at least 12 months or is likely to last for 12 months or is likely to last for the rest of the person’s life.
* **Normal** day-to-day activities - these are defined as mobility, manual dexterity; physical co-ordination, continence, ability to lift, carry or otherwise move everyday objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand.

The Act puts a duty on the employer to make reasonable adjustments for employees to help them overcome disadvantage resulting from an impairment (e.g. by providing assistive technologies to help visually impaired employees use computers effectively). The Act includes a new protection from discrimination arising from disability. This states that it is discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia). This type of discrimination is unlawful where the employer or other person acting for the employer knows, or could reasonably be expected to know, that the person has a disability. This type of discrimination is only justifiable if an employer can show that it is a proportionate means of achieving a legitimate aim.

Additionally, indirect discrimination now covers disabled people. This means that a job applicant or employee could claim that a particular rule or requirement an employer has in place disadvantages people with the same disability. Unless the employer can justify this, it would be unlawful. There is no legal requirement to provide information about your disability on this form. However, you are encouraged to do so in fairness to yourself and for us to meet our commitments under our equal opportunities policy.

If you are disabled and would like help completing the application, please contact our HR team for further advice by Tel: 01254 244 700 or email: [humanresources@canw.org,uk](mailto:humanresources@canw.org,uk). Please note that if you are hearing or visually impaired, there are also local voluntary groups who will be pleased to help you with the application process: e.g. Deaf Society, Blind Society.

**Disability Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you consider yourself to be a disabled person?** (Please tick. If yes, please give detail) | **🞏 YES** | **🞏 NO** |  |
| **Do you have any special requirements in relation to our application and recruitment process?** For example, support with travel to or from the interview, support on arrival on site, wheelchair access, sign language, interpreter, interview paperwork etc. (if yes, please specify) | **🞏 YES** | **🞏 NO** |  |

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**Education, Job related Qualifications & Specialised Training**

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University  (Name / Location ) | Qualification / Certificates  (Awarding body / Subject) | Date  Completed (month and year) | Grade / Level |
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**Current/most recent Employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name, Address &**  **Post code** |  | | | |
| **Job Title:** |  | | | |
| **Notice Required:** |  | **Annual Salary:** |  | |
| **Date Started: (dd/mm/yy)** |  | **Date Finished:**  **(dd/mm/yy)** |  | (If applicable) |
| Please give a brief description of your duties in this role below: | | | | |
|  | | | | |
| Reason for leaving: | | | | |

**Employment History – Please list most recent first and explain any gaps.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From:**  **dd/mm/yyyy** | **To:**  **dd/mm/yyyy** | **Employer:** | **Job Title:** | **Salary:** | **Reason for Leaving:** |
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**References – Please provide us with contact details of a personal and a professional referee.**

Your professional reference should be from your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal**  (Cannot be a Family Member or Friend) | | **Professional – (Your Line Manager)**  Your current/most recent employer (within last 3 years) | |
| **Title:** |  | **Title:** |  |
| **Name:** |  | **Name:** |  |
| **How Known:** |  | **Job Title:** |  |
| **Home Tel No:** |  | **Home Tel No:** |  |
| **Work Tel No:** |  | **Work Tel No:** |  |
| **Mob Tel No:** |  | **Mob Tel No:** |  |
| **Email:** |  | **Email:** |  |
| **Address**  **& Post code** |  | **Company Name, Address &**  **Post code** |  |

**Relevant Skills, Knowledge and Experience**

|  |
| --- |
| When short listing for interview, the Selection Panel will only consider the information contained in your application form and assess this against the Person Specification. **You will not be selected unless you provide examples of how you meet the essential/desirable requirements. It is not sufficient to simply say you have done or are able to do something.**  You may also want to consider how any hobbies, interests and involvement with organisations outside of work can support your application. e.g. voluntary/community groups or as a school governor, scout or guide leader, company secretary, treasurer etc. |
| Please feel free to continue on additional sheets of paper |

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**Professional bodies**

|  |  |  |
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| Are you a member of any Professional, Technical Body or Organisation e.g. HCPC, BACP, IFA, CIPD  **Please specify below (Including membership numbers)** | **🞏 Yes** | **🞏 No** |
|  | | |

**Rehabilitation of Offenders**

For more information and guidance on filling in this question, please visit the following websites: [www.gov.uk/dbs](http://www.gov.uk/dbs), [DBS Filtering Guidance](https://www.gov.uk/government/collections/dbs-filtering-guidance), [DBS Code of Practice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143662/cop.pdf)

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of any criminal offence that is not included in the Minor Filtering of Convictions Legislation? **(If you answer “Yes” please provide details on the attached criminal record - personal declaration form)** | **🞏 Yes** | **🞏 No** |

**Disqualification from working with Children or Vulnerable Adults**

|  |  |  |
| --- | --- | --- |
| Are you disqualified from working with Children, Young People or Vulnerable Adults and/or subject to any sanctions imposed by any regulatory body i.e. HCPC or the Disclosure & Barring Service / on any barred lists? **Please provide details.** | **🞏 Yes** | **🞏 No** |

**Vehicle/Transport information – (as noted on the person spec)**

|  |  |  |
| --- | --- | --- |
| Do you hold a full and current Driving Licence? | **🞏 Yes** | **🞏 No** |
| Do you have access to a vehicle for work use? | **🞏 Yes** | **🞏 No** |
| Do you have any current driving endorsements?  **If “Yes” please provide details.** | **🞏 Yes** | **🞏 No** |

**Entitlement to work in the UK**

Current legislation means that you will need to provide documentary evidence showing your right to work in the UK (e.g. Passport and NI Number). Please be aware that you will be asked to provide this evidence during the recruitment process.

**Data Protection Act**

In accordance with the Act, you should be aware that the personal details submitted with this application form will be used only for selection and interview purposes and for employment records if your application is successful.

**Declaration**

I certify that the information given on this form is, to the best of my knowledge, correct and complete and I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post, or if I am appointed, may be liable to summary dismissal with possible referral to the police and the Disclosure & Barring Service

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Signature:** |  | **Date:** |  |

Please return your application, marked FAO HR either by email to: [humanresources@canw.org.uk](mailto:humanresources@canw.org.uk), or Fax: 01254 244 701, or post: CANW Head Office, Whalley Road, Wilpshire, Blackburn, BB9 1LL. If by fax please mark confidential and ring HR before sending.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OFFICE USE ONLY | Job Ref: |  | Date: |  |

**MONITORING INFORMATION**

CANW is an equal opportunities employer. We believe everyone who applies for a job or works for us should be treated fairly. We welcome applications from people of all ages, backgrounds, with or without disabilities and with different family circumstances.

To help us check that we are attracting this broad range of people and that we have policies in place to support people who work for us, please answer the following questions.

The information you give us (but not your name or address) will be recorded on our HR database and will be analysed regularly to check our recruitment and selection procedures.

**The information provided here will be detached from your application and will not be available to the recruitment panel.**

**Gender**

🞏 Female 🞏 Male 🞏 Transgender 🞏 I do not wish to disclose

**Age**

🞏 17-35 🞏 36-50 🞏 51-65 🞏 Over 65 🞎 I do not wish to disclose

**Ethnic Group**

🞏 Asian or Asian British – Bangladeshi 🞏 Mixed White & Asian

🞏 Asian or Asian British – Indian 🞏 Mixed White & Black African

🞏 Asian or Asian British – Pakistan 🞏 Mixed White & Black Caribbean

🞏 Asian or Asian British – Other 🞏 Mixed Other

🞏 Black or Black British – Black African 🞏 White British

🞏 Black or Black British – Caribbean 🞏 White Irish

🞏 Black or Black British – Other 🞏 White Other

🞏 Chinese 🞎 I do not wish to disclose

If selected any “Other” ethnic group, please specify:

**Marital Status**

🞏 Civil Partnership 🞎 Divorced 🞎 Single

🞏 Cohabiting 🞏 Married 🞎 Widow / Widower

🞎 I do not wish to disclose

**Belief or Religion**

🞏 Atheist / No belief or religion 🞎 Muslim

🞎 Buddhist 🞎 Sikh

🞎 Christian 🞎 Other (please specify):

🞎 Hindu

🞎 Jewish 🞎 I do not wish to disclose

**Sexual Orientation**

🞎 Bi-sexual 🞎 Gay / Lesbian

🞏 Heterosexual 🞎 I do not wish to disclose

**Please indicate where you saw our vacancy**

|  |  |  |
| --- | --- | --- |
| 🞎 | Job Centre Plus |  |
| 🞎 | Local Paper **(please specify)** |  |
| 🞎 | National Paper **(please specify)** |  |
| 🞎 | Professional Publication **(please specify)** |  |
| 🞎 | Recruitment Agency **(please specify)** |  |
| 🞎 | Online Job Search/Website **(please specify site)** |  |
| 🞎 | Other **(please specify)** |  |

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|  |  |
| --- | --- |
| Applicant Name: |  |
| Applicant Address  & Post Code: |  |
| Post applied for: |  |

**CRIMINAL RECORD – PERSONAL DECLARATION**

Please detail in the box below any information relating to any **cautions, warnings, reprimands, convictions or bind-overs** which may or may not be listed on a criminal record check via the Disclosure and Barring Service. Please provide full details, the circumstances which led to these, including dates and other parties involved.

It is important to declare this information as part of the application process.

Please continue over the page or add additional sheets if necessary.

This information will be stored securely and only shared with the Recruiting manager once candidates have been selected for interview. If you are not selected for interview the detail will be deleted.

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



**Data Privacy Statement and Consent to Use Job Application Data**

Your privacy is important to CANW. This statement (the “Privacy Statement”) aims at informing you of how CANW will use the information you submit when applying for a job with us.

**What types of information do we process?**

This Privacy Statement covers any Job Application Data you submit to CANW, such as:

• Name, address, email address, telephone number, or other contact information;

• Information contained in your application, such as previous work experience, education, or other information you provide for our consideration;

• Type of employment sought, desired salary, willingness to relocate, or other job preferences, and

• Names and contact information for referrals. It is your responsibility to obtain consent from references before providing their personal information to us.

**Who may access your data?**

Only select employees of CANW - such as recruitment manager(s), employees of the Human Resources Department, and IT (for maintenance purposes only) - and on occasion, select employees of our external service providers who support CANW with the interview process of potential candidates, have access to your Job Application Data.

CANW will not supply any data to any third party, other than those identified above, without your express authorisation.

CANW will handle your Job Application Data in accordance with the present Privacy

Statement.

**Your Choice.**

Providing your Job Application Data is voluntary. However, if you choose not to provide all of the data that is requested for your application, our ability to consider you as a candidate may be limited.

For what purposes will Job Application Data be used?

The Job Application Data you provide will be used to assess your application for employment at CANW, to verify your information and conduct reference checks, and to communicate with you. If you accept employment with CANW the information collected will become part of your employment record and will be used for employment purposes.

**How long will we keep your data?**

Your Job Application Data is stored in our data base for two (2) years as from your most recent submission.

**Your Consent.**

By submitting your Job Application Data you are granting your consent to the processing of that information in accordance with this Privacy Statement.