|  |
| --- |
| **For Office Use Only:** |

|  |  |
| --- | --- |
| **Post Applied for:** | Digital Skills Instructor |

|  |
| --- |
| Job Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| **Closing Date:** | Midday Thursday 22nd August 2024 | **Interview Date:** | Thursday 29th August 2024 |

|  |
| --- |
|  |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name:** |  | **First Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Contact Telephone Number:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone Number:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | **Yes** |  | **No** |  |

|  |
| --- |
| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

|  |
| --- |
| Section 2 Current or Most Recent Employment |

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Post Title:** |  |

|  |  |
| --- | --- |
| **Start date:** |  |

|  |
| --- |
| **Brief description of duties:** |
|  |

|  |  |
| --- | --- |
| **Period of Notice (if applicable):** |  |

|  |  |
| --- | --- |
| **Leaving Date (if applicable):** |  |

|  |  |
| --- | --- |
| **Reason for leaving (if applicable):** |  |

|  |
| --- |
| £ per annum pro rata (if applicable) |

**Current salary:**

|  |  |  |
| --- | --- | --- |
| Section 3 Previous Employment (Most recent first) | | |
| Please give details of paid and any relevant unpaid volunteer roles. | | |
| **Name of Employer:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Position Held:** |  |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** | | |
|  | | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Position Held:** |  |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
| **Name of Employer:** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Position Held:** |  |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Position Held:** |  |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Position Held:** |  |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Position Held:** |  |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |
| --- |
| *Continue on a separate sheet if necessary* |
| Section 4 Education and Training | |
| Please give details of any qualifications obtained from Universities, Colleges and Schools and training courses which are relevant to your application, in chronological order starting with the most recent. | |

|  |  |  |
| --- | --- | --- |
| **University/College/School/Other** | **Course** | **Qualifications and Grades Obtained and Dates** |
|  |  |  |
| **Title of Training Programme or Course and qualification if any** | | **Duration and Dates** |
|  | |  |

|  |
| --- |
| *Continue on a separate sheet if necessary* |

|  |
| --- |
| Section 5 Personal Statement |
| **Abilities, skills, knowledge and experience.**  Using the **Person Specification** as a guide, please outline how your knowledge, experience, skills and achievements are relevant to this post and how they meet the requirements of the **Job Description**. Please limit your response to no more than 2 pages of A4 |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 6 Protecting Vulnerable Adults & Children** | | | | |
| Action Foundation works with vulnerable adults and children. In seeking to safeguard them, staff are required to have Disclosure and Barring Service checks to ensure their suitability for this post. | | | | |
| **Do you have any convictions** | **Yes** |  | **No** |  |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | **Yes** |  | **No** |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 7 The Equality Act 2010** | | | | |
| This Act protects people with disabilities from unlawful discrimination. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on the ability to perform normal day-to-day activities. | | | | |
| **Do you have a disability which is relevant to your application?** | **Yes** |  | **No** |  |

|  |
| --- |
| **If yes, please give details:** |
|  |

|  |
| --- |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | **Yes** |  | **No** |  |

|  |
| --- |
| **If yes, please give details:** |
|  |

|  |
| --- |
| **Section 8 References** |
| Please give the names and addresses of two referees; one should be your most recent employer if applicable. Please do not give members of your family. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** |  | **Position:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Relationship:** |  | **Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address:** |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | **Postcode** |  |  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** |  | **Telephone:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Email:** |  | **Email:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | **Yes** |  | **No** |  | Are you willing for this referee to be approached prior to the interview? | **Yes** |  | **No** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 9 Declaration** | | | |
| Statement to be Signed by the Applicant  All the information given by me on this form is correct to the best of my knowledge. | | | |
| **Signed:** |  | **Date:** |  |

|  |
| --- |
| *Please see and complete the* ***Recruitment Monitoring Form*** *below.* |

|  |
| --- |
| **Recruitment Monitoring Form** |
| Action Foundation is committed to ensuring that access to its services and opportunities for employment and volunteering is available to all sectors of the community. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent and promote equality of opportunity for all staff. Your co-operation in providing us with accurate data will help us ensure we design and use policies and processes that attract and retain a diverse and talented workforce.  We would therefore be very grateful if you would complete this form. Please note:   * The information you give is strictly confidential and will not influence your application * The completion of the form or any part of it is entirely voluntary * The questions are entirely about how you classify yourself |

**A.** **Where did you first hear about this post?**

Charity Job VONNE Homeless Link

LinkedIn Sector1 North East Jobs

Indeed Action Foundation’s Website Internal Referrals

External Referrals Action Foundation’s Social Media

Any other, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. How would you describe your gender?**

Male Female Transgender

Gender non-conforming Non-binary  Prefer not to say

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

**C**. **How would you describe your sexual orientation?**

Heterosexual / straight Bisexual Gay man

Gay woman / lesbian Prefer not to say

**D**. **How would you describe your marital status?**

Single Civil Partnership/ Married Divorced

Co-habiting Widowed Prefer not to say

**E. What is your age bracket?**

Under 16 16-25 26-35

36-45 46-55  56-65

Over 65 Prefer not to say

**F.** **How would you describe your ethnicity?**

*Ethnicity 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 Gypsy or Irish Traveller Irish

Any other White background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed or multiple ethnic groups**

White and Black Caribbean White and Black African White and Asian

Any other Mixed ethnic background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian**

Asian British Bangladeshi Indian

Pakistani Chinese

Any other Asian background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black**

African Caribbean Black British

Black African Black Caribbean

Any other Black background, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic groups**

Arab Prefer not to say

Any other, please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

No religion or belief Buddhist Christian

Hindu Jewish Muslim

Sikh Prefer not to say

Other, please state if you wish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H. Do you consider yourself to have a disability?**

*A disabled person is defined under the Equality Act 2010 as someone with a ‘physical or*

*mental impairment which has a substantial and long-term adverse effect on that person’s*

*ability to carry out normal day-to-day activities.’*

Yes No Prefer not to say

*If you ticked yes, please state the impairment(s) which apply to you*

Sensory Impairment Physical Impairment Mental Health

Learning Disability/Difficulty Long-Standing illness Other\_\_\_\_\_\_\_\_

**I.** **How would you describe your employment status?**

Employed (Full-time) Employed (Part-time) Unemployed

Retired Student Prefer not to say

# THANK YOU FOR TAKING TIME TO COMPLETE THIS FORM

|  |
| --- |
| R E T U R N I N G T H I S F O R M |
| **Please return the completed Job Application Form and the Recruitment Monitoring Form to: Recruitment, Action Foundation, The CastleGate, Melbourne St, Newcastle upon Tyne NE1 2JQ**  **Or e-mail to** [recruitment@actionfoundation.org.uk](mailto:recruitment@actionfoundation.org.uk) **APPLICATION DEADLINE is Midday Thursday 22nd August 2024** |