For Office Use Only:
Post Applied for: Handyperson
Job Application Form
Closing This position will remain open until a suitable candidate is found. We encourage interested applicants to apply as soon as possible.
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 Yes No U

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): **Current salary:** £ per annum pro rata (if applicable)

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 du	ties:
Reason for leaving:	
Name of Employer:	
Address:	
	Postcode:
Position Held:	
Dates worked:	
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Name of Employer:	
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Reason for leaving:	
Name of Employer:	
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	Postcode:
Position Held:	
Dates worked:	
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Brief description of du	ITIES:
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.

Course	Qualifications and Obtained and Dates	Grades
ourse and qualification if any	Duration and Dates	
		Obtained 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 Yes No on your suitability for this post? 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 No you to attend the interview? 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 referee to be approached pri interview?	Vas	□ No □	Are you willing for referee to be approached priother the interview?	Ye	es 🗌	No	
Section 9 D	eclaration						
	e Signed by the Ap	-	orrect to the best o	f my knowle	edge.		
Signed:			Da	nte:			

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

Recruitment Monitoring Form

Asian

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 the	nis post?	
□Charity Job	□VONNE	□Homeless Link
□LinkedIn	□Sector1	□North East Jobs
□Indeed	□Action Foundation's Website	□Internal Referrals
□External Referrals	□Action Foundation's Social M	edia
☐ Any other, please state		_
B. How would you describe your go	ender?	
□Male	□Female	□Transgender
☐Gender non-conforming	□Non-binary	☐ Prefer not to say
□If you prefer to use your own term, p	•	_
C. How would you describe your se	vual ariantation?	
☐Heterosexual / straight	□Bisexual	□Gay man
□Gay woman / lesbian	□Prefer not to say	□Oay man
Gay Woman / Tessian		
D. How would you describe your ma	arital 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 et	hnicity?	
Ethnicity is not about nationality, plac you perceive you belong. Please tick t	e of birth or citizenship. It is abo	out the group to which
White		
□English	□Welsh	□Scottish
□Northern Irish	□Gypsy or Irish Traveller	□Irish
□Any other White background, please	e 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 British	□Bangladeshi	□Indian
□Pakistani	□Chinese	
□Any other Asian background, please	e state	
Black		
□African	□Caribbean	□Black British
□Black African	□Black Caribbean	
□Any other Black background, please	e 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		<u> </u>
H. Do you consider yourself to have	e a disability?	
A disabled person is defined under the mental impairment which has a substationability to carry out normal day-to-day a	e Equality Act 2010 as someone antial and long-term adverse effe	
A disabled person is defined under the mental impairment which has a substa	e Equality Act 2010 as someone antial and long-term adverse effe	
A disabled person is defined under the mental impairment which has a substa ability to carry out normal day-to-day a	e Equality Act 2010 as someone antial and long-term adverse effe activities.' □No	ect on that person's
A disabled person is defined under the mental impairment which has a substantial ability to carry out normal day-to-day and an arrangement which has a substantial to carry out normal day-to-day and arrangement with the impact of the substantial to the impact of the substantial to the substantial t	e Equality Act 2010 as someone antial and long-term adverse effe activities.' □No	ect on that person's
A disabled person is defined under the mental impairment which has a substantial ability to carry out normal day-to-day and an arrangement which has a substantial to carry out normal day-to-day and arrangement with the impact of the substantial to the impact of the substantial to the substantial t	e Equality Act 2010 as someone antial and long-term adverse effectivities.' □No airment(s) which apply to you □Physical Impairment	ect on that person's □Prefer not to say
A disabled person is defined under the mental impairment which has a substantial ability to carry out normal day-to-day a substantial year. Yes If you ticked yes, please state the imposensory Impairment Learning Disability/Difficulty	e Equality Act 2010 as someone antial and long-term adverse effectivities.' □No airment(s) which apply to you □Physical Impairment □Long-Standing illness	Drefer not to say ☐Mental Health
A disabled person is defined under the mental impairment which has a substantiality to carry out normal day-to-day and a substantiality out of the substantiality out of the substantiality of the substantialit	e Equality Act 2010 as someone antial and long-term adverse effectivities.' □No airment(s) which apply to you □Physical Impairment □Long-Standing illness	Drefer not to say ☐Mental Health
A disabled person is defined under the mental impairment which has a substate ability to carry out normal day-to-day a substate the impairment substantial substan	e Equality Act 2010 as someone antial and long-term adverse effectivities.' □No airment(s) which apply to you □Physical Impairment □Long-Standing illness	Prefer not to say ☐Mental Health ☐Other

THANK YOU FOR TAKING TIME TO COMPLETE THIS FORM

RETURNING THIS FORM

Please return the completed <u>Job Application Form</u> and the <u>Recruitment Monitoring Form</u> to: Recruitment, Action Foundation, The CastleGate, Melbourne St, Newcastle upon Tyne NE1 2JQ

Or e-mail to recruitment@actionfoundation.org.uk

This position will remain open until a suitable candidate is found. We encourage interested applicants to apply as soon as possible.