

Application for the post of:

IDVA, Bede Starfish Domestic Abuse Project

Please complete and return to:

The Administrator
Bede House Association
351 Southwark Park Road
London
SE16 2JW

Please type or write in black ink using additional paper as necessary.

1. Personal Information

Surname		
First Names		
Address		
Telephone Number:	Daytime	Evening
	Mobile	
Email		
Date of Birth		

Please note that this sheet will be detached prior to shortlisting.

2. Employment

Present Work (paid or unpaid):				
Employer	Position Held	Main Duties	Dates From – To	

Previous Work (paid or unpaid) starting with the most recent: Please use the space provided overleaf if necessary.				
Employer	Position held	Main Duties	Dates From - To	Reason for Leavin

Employer	Position held	Main Duties	Dates From- To	Reason for Leaving

3. Education

School/College/University	Dates	Qualification and Grade

4. I	Details of any	vocational or	professional	training,	short	course etc.	relevant to	this	post.
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Do you hold a clean driving licence? If not, please give details of endorsements. YES / NO

Are you qualified to drive a minibus? YES / NO

5. Details of availability and experience

Please outline your previous experience, giving examples as appropriate, to demonstrate that you have the necessary skills and abilities to meet the requirements of the job as outlined in the Job Description and Person Specification. Please use additional pages if necessary, and ensure that you clearly state which part of the person specification you are referring to when you give examples to illustrate your skills and experience. Please answer this section as fully as possible to enable the panel to make their assessment of how you meet the person specification.			

Please note that this sheet will be detached prior to shortlisting			
6. HEALTH DETAILS Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room?			

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7. Proof of Eligibility to Work in the United Kingdom

Under Section 8 of the Immigration Act, we are required to check that all employees are eligible to work within the UK.

Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy. You MUST include either: One document from List One OR Two documents from one of the Combinations in List Two.

LIST 1 – ONE DOCUMENT ONLY	Tick
A British Citizen Passport	
A passport or national identity card issued by a State which is a party to the EEAA or	
Switzerland, describing the holder as a national of that state.	
A Home Office issued residence permit to a national from a State which is a party to	
the EEAA or Switzerland.	
A passport or other document endorsed and issued by the Home Office stating that	
the holder has a current right of residence in the United Kingdom as the family	
member of a named national of a State party to the EEAA or Switzerland who is	
resident in the United Kingdom.	
A passport or other travel document endorsed showing the holders entitlement to	
indefinite stay in the United Kingdom, or no restrictions on the length of stay.	
A passport or other travel document endorsed to show that the holder can stay in the	
United Kingdom; and that this endorsement allows the holder to do the type of work	
you are offering if they do not have a work permit.	
A Home Office issued Application Registration Card for the asylum seeker stating that	
the holder is permitted to take employment.	
LIST 2 – COMBINATION A – DOCUMENT 1, PLUS ONE OTHER	Tick
A document giving the person's permanent National Insurance Number and	
name. This could be P45, P60, National Insurance Card, or a letter from a	
Government Agency.	
2. A full Birth Certificate issued in the United Kingdom, which must include the	
names of the holder's parents.	
3. A Channel Islands, Isle of Man or Ireland issued Birth Certificate.	
4. A Registration or Naturalisation Certificate confirming that the holder is a British Citizen.	
5. A Home Office issued letter to the holder confirming that the named person is	
entitled to indefinite stay in the UK or has no time restriction ton their stay.	
6. A Home Office issued immigration Status Document to the holder, which is	
endorsed confirming the named person is entitled to indefinite stay in the UK, or has	
not time restriction on their stay.	
7. A Home Office issued letter to the holder confirming that the named person is	
entitled to stay in the UK, and this allows them to undertake the type of work you are	
offering.	
8. A Home Office issued immigration Status Document to the holder, which is	
endorsed confirming the named person is entitled to stay in the United Kingdom, and	
this allows them to undertake the type of work you are offering.	
OR ALTERNATIVELY	
LIST 2 – COMBINATION B. DOCUMENT 1, PLUS ONE OTHER	
Work Permit or other approval to take employment issued by Work Permits.	
2. Passport or other travel document endorsed, showing holders entitlement to stay in	
UK and can take the work permit employment in question.	
3. A Home Office issued letter to the holder confirming that the named person is	
entitled to stay in the UK, and can take the work permit employment in question.	

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References: Please give details of two people who know you well and whom we can contact after interview.				
One person should be your present or most recer Please note the person named should have direct				
Present or most recent employer (for paid	or unpaid work).			
Name:	Address:			
Daytime Telephone Number:				
Daytime Telephone Number.				
2. Second referee who can give both work exp	perience and character references.			
Name:	Address:			
Daytime Telephone Number:				
If appointed when could you start?				
Where did you see this post advertised?				
Data Protection Notification (please read carefully before signing this application)				
The information you have provided in completing this application form will be used to process your application for employment. Bede House Association will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.				
AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998 and GDPR 2018.				

Signature_____Date____

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Bede House Association Equal Opportunities Self Monitoring Form

Bede House Association is working towards becoming an Equal Opportunities Employer and Service provider. In order to measure the effectiveness of the procedure, which we have adopted to achieve these objectives we would be grateful if you would answer the questions below and return the form. The Information will be used for statistical purposes only and all information received will be treated as highly confidential.

1. <u>SEX</u>				
Female				
Male				
2. ETHNICITY/RACIAL GROUP				
How would you describe your ethnicity or racial g	roup? (Please tick the relevant box/es)			
Black UK	African			
Caribbean	Indian			
Pakistan	Bangladeshi			
Cypriot Greek	Vietnamese			
Chinese	Cypriot Turkish			
White UK	European			
Irish	Mixed Race			
Other (please specify				
3. Do you consider yourself to have a disability?				
Yes No No				
Are you registered as disabled?				
Yes No				

8. Do you live in				
The London Borough of Southwark? YES NO				
If no, in which borough do you live				
9. Age				
Please indicate which age group you are in:				
16 - 25 yrs	36 - 45 yrs			
26 - 35 yrs	46 - 55 yrs			
56 - 65 yrs	,			
,				

Thank you for your assistance in completing this form.

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Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198

Bede House Association aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from diverse candidates. Because the nature of the work you are applying for is included in the excepted types of employment under the above order, it is necessary to ask you to declare any convictions you may have. You are not entitled to withhold information about convictions which for other purposes, are "spent" under the provisions of the Act. All applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

You should note that the disclosure of an offence will not necessarily debar you from employment with us. This will depend on the nature of the post and the circumstances and background of your offences. If you are short-listed, and have disclosed offences, we will discuss these with you during the interview process. <u>Failure to disclose convictions will result in non-appointment or disciplinary action which may lead to dismissal if you are appointed and it is subsequently learnt that you have any or other convictions.</u>

All convictions must be declared including those incurring the following sentences:

Prevention detention and their equivalent for young offend	Nore
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Probation, conditional discharge or binding over	
Absolute discharge	
Remand homes, approved school orders	
Attendance centre orders	
Hospital orders under the Mental Health Act	
Convictions gained in the services	
Fines	Borstal
Detention	Foreign convictions
Detention centre orders	Cautions

Prison, life or suspended sentence

<u>Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI2013 1198?</u>

YES	<u>NO</u>

If yes, please give details of the convictions, cautions, reprimands or final warnings and the dates and place these in a sealed envelope marked "Private and Confidential – for the Director's Attention" and attach it to this page of your application form. If you are not sure whether you have convictions, cautions, reprimands or final warnings or you cannot remember details, then state this in the letter, giving as much information as possible.

Please sign that you have read the offered the post.	is declaration, understand its conte	ents, and agree to undergo a DBS check
NAME (please print)	SIGNATURE	DATE

Copies of Bede's policies on the Recruitment of Ex-Offenders, and the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information are available on request from the Administrator, Bede House Association, 351 Southwark Park Road, London SE16 2JW, telephone 0207 237 3881.