



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**

<b>Present Work (paid or unpaid):</b>			
Employer	Position Held	Main Duties	Dates From - To

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

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

**3. Education**

School/College/University	Dates	Qualification and Grade

**4. Details of any vocational or professional training, short course etc. relevant to this post.**

**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?

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

## 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.

<b>LIST 1 – ONE DOCUMENT ONLY</b>	<b>Tick</b>
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.	
<b>LIST 2 – COMBINATION A – DOCUMENT 1, PLUS ONE OTHER</b>	<b>Tick</b>
1. 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 on 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.	
<b>OR ALTERNATIVELY</b>	
<b>LIST 2 – COMBINATION B. DOCUMENT 1, PLUS ONE OTHER</b>	
1. 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.	

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

**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 recent employer (for paid or unpaid work). Please note the person named should have direct line management for you.

**1. Present or most recent employer (for paid or unpaid work).**

Name:

Address:

Daytime Telephone Number:

**2. Second referee who can give both work experience 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. SEX

Female

Male

### 2. ETHNICITY/RACIAL GROUP

How would you describe your ethnicity or racial group? (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

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.

