**CONFIDENTIAL APPLICATION FORM**

**Please read the job description and person specification for the role you are applying for before completing this form.**

**We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. Please note that CVs are not accepted.**

**Complete form in black ink or type**

**\* Paws for Kids (trading as Endeavour) is a Registered Charity no: 1084861.** This post is exempt from the Rehabilitation of Offenders Act.

|  |  |
| --- | --- |
| **SECTION 1.**  **Role applied for: Authentic Voice Coordinator (Adults)** | |
| **Personal information and address for correspondence** | |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Mobile |  |
| Email |  |
| We will normally contact you by email, however, if you would prefer to be contacted using another method please let us know here: | |

**Return this completed form to:** [**angelag@endeavourproject.org.uk**](mailto:angelag@endeavourproject.org.uk)

**Or post to:** **Endeavour, 340 Chorley Old Road, Bolton, BL1 4JU**

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| --- | --- |
| **Entitlement to work in the UK** | |
| Are you permitted to work in the UK without applying for a work permit? | YES/NO |

|  |  |
| --- | --- |
| **Driving** | |
| Do you have a clean, current driving licence? |  |
| If no, please give details: | |
| Do you have sole use of a car during work hours? | YES/NO |

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| **Declaration of Convictions** | |
| **Have you ever been convicted of any criminal offence?** | YES/NO |
| This post involves working with vulnerable individuals and young people. It is therefore exempt from the Rehabilitation of Offenders Act 1974.  You must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as ‘spent’ under this Act | |
| A declaration of a previous conviction will not automatically exclude you from working at Endeavour. All cases will be considered on an individual basis.  Do you have any spent criminal convictions? Yes/No  Do you have any unspent criminal convictions? Yes/No  Do you have any pending criminal convictions? Yes/No | |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.  References will only be taken up for successful candidates following interview. | | |
| **Referee 1** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| **In which context does this referee know you?** | |  |
| **Referee 2** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| **In which context does this referee know you?** | |  |

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| **Section 2. Information, experience, knowledge, skills and abilities** |
| Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification**  (500 words max) |

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| **Why do you want this role and why do you want to work for Endeavour? (200 words max)** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Career history** | | | | | |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependents etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.) | | | | | |
| **Employer’s name and address and type of business.** | **State positions held and outline briefly the nature of the work and your responsibilities.** | | | | |
|  |  | | | | |
| Dates: | From | | To | |
| Reasons for leaving: | | | | |
| Notice period: | | | | | |
| **Employer’s name and address and type of business.** | **State positions held and outline briefly the nature of the work and your responsibilities.** | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reasons for leaving: | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reasons for leaving: | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reasons for leaving: | | | | |

|  |  |  |
| --- | --- | --- |
| **Educational history** | | |
| **Please give details of educational qualifications you have obtained from school, college, university etc.** | | |
| **Subject** | **Level** | **Grade** |
|  |  |  |

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| --- |
| **Professional development** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
|  |

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| --- | --- |
| **Declaration** | |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Endeavour and if appointed, for the purposes of employment at Endeavour.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed. | |
| **If you are sending your application form by email, please mark this box** ☐ **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Dated: |

Do you need any adaptations to attend for interview or to carry out the work described in the Job Description?

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| --- |
| **Equal Opportunities and Diversity Monitoring Form** Please note this section will be detached before sending your application to the recruitment panel for shortlisting. |

|  |  |
| --- | --- |
| **Job title:** |  |

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| Endeavour wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the information requested in the form below; please note that filling in this form is voluntary.  Data protection overview:   * If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Endeavour * The information you give us will be kept securely, won't be shared outside the service and is confidential * It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly * If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately i.e., this form will not be used for other purposes   If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us. Thank you for your cooperation.  The following information will not be seen by the recruitment panel and will not affect your application. |

**Age**  
Which age bracket do you fit into? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Under 25 |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 64 |  |
| 65 and over |  |

**Gender**  
What best describes your gender? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Non-binary |  |
| Intersex |  |
| I prefer to use another term  Please write in……………………………………................. |  |

**Is the gender you identify with the same as your gender registered at birth?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Sexual orientation**  
What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Heterosexual/Straight |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Bisexual |  |
| I prefer to use another term  Please write in…………………………………………………….. |  |

**Ethnic origin**  
How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

|  |  |  |
| --- | --- | --- |
| **A. White** | English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background  Please write in………………………………………. |  |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic background  Please write in………………………………………. |  |
| **C. Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian Background  Please write in………………………………………. |  |
| **D. Black/African/ Caribbean/Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean background  Please write in………………………………………. |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic group  Please write in………………………………………. |  |

**Do you have caring responsibilities? If yes, please tick all that apply**

|  |  |
| --- | --- |
| None |  |
| Primary carer of a child/children (under 18) |  |
| Primary carer of disabled child/children |  |
| Primary carer of disabled adult (18 and over) |  |
| Primary carer of older person |  |
| Secondary carer (another person carries out the main caring role) |  |
| Prefer not to say |  |

**Disability or long-term health condition**  
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**.’

Do you consider yourself to have a long-term health condition or to be disabled under the Equality Act 2010?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

**Gender Identity**  
Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**Religion or belief**Which group below do you most identify with? Put a cross in the relevant box.

|  |  |
| --- | --- |
| No religion |  |
| Christian (including all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion or belief  Please write in………………………………………. |  |

**How did you hear about this opportunity?**

Please include details below:

|  |
| --- |
|  |