**BS3 Application Form Guide**

**Please find below a few tips on how to properly complete our application form.**

* Ensure every question is answered, even if it is not applicable to you, in which case use N/A (Not Applicable).
* The supporting statement is an excellent opportunity to let us know why you are the appropriate candidate for the role. Consult the job description’s Essential and Desirable criteria, list them as headings, and try to explain and demonstrate examples how your experience and skills match them.
* You can use volunteering or educational examples to demonstrate your suitability for the role.
* Try to use examples of your experience to demonstrate how you fit the essential and desirable criteria in the job description.
* Any gaps in your employment should be explained.
* If you only have one employer in your employment history, please use an education or character reference.
* We would like you to complete the equalities section at the bottom of the application form, but it is not a requirement.
* The application form can be printed and filled out with a pen if preferred. After which either sending it via scanning, or even just taking a clear photo of it on your phone will suffice.

*Unfortunately, at this time, BS3 Community are unable to sponsor workers from abroad, so if you do not have the right to work in the UK, we might not be able to respond to your application*

Community Development

Application form

**PLEASE NOTE\* WE ONLY ACCEPT FULLY COMPLETED APPLICATIONS**

Please complete in black ink or type and return to:

**BS3 Community Development**

The Southville Centre,

Beauley Road, Southville,

Bristol BS3 1QG

or by email to jobs@bs3community.org.uk

**Please do not send us your CV**

Title of post applied for:

1. **Person details**

Surname:

First name:

Address:

Telephone number:

Email:

Do you have a current driving licence? Yes / No

Do you have any penalty points? Yes / No

Type of licence: Full / Provisional

Do you have the legal right to work in the UK? Yes / No

1. **Education and Training –** *Include relevant short courses, please start with details of your most recent qualifications.*

**Names of Institution/Type e.g. | Examinations Taken | Grade Obtained | Date Obtained**

 **School/College/University**

1. **Current/Most Recent Employment**

Name of Employer & Type of Business:

Job Title:

Date of Commencement & Date of Leaving (If Applicable):

Present/Final Wage:

Present/Final Grade (If Applicable):

Notice Period Required:

Reason For Seeking Other Employment:

Brief Summary of Duties:

1. **Previous Employment –** *Please start with the most recent.*

**Employer | Job Title | Grade/Salary | Start & End Dares | Reason for Leaving**

1. **Supporting Statement –** *This is your opportunity for you to tell us why you feel that you are the best person for the job being offered, please read through the Job Advert and Job Description carefully before providing your supporting statement.*
2. **Referees –** *The first of whom must be your present employer, or if unemployed, your last employer. The second of whom should be a previous employer/teacher/tutor.*

Name:

Relationship to you:

Your title at this organisation (if applicable):

Organisation (if applicable):

Address:

Telephone:

Email:

Can this reference be contacted prior to interview:

Name:

Relationship to you:

Your title at this organisation (if applicable):

Organisation (if applicable):

Address:

Telephone:

Email:

Can this reference be contacted prior to interview:

Note that at least one of your references will be contacted should you accept a possible invitation to interview.

1. **Please state below the name, job title and place of employment of any relative who is currently employed by, or is a member of BS3 Community Development:**
2. **Please confirm where you first found out about this vacancy:**
* Indeed
* Voscur
* E-Teach
* BS3 Community Development website
* From a BS3 Community Development employee
* Other, please say where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Declaration** *I understand that any offer of employment will be subject to the information on this application being complete and correct.*

**Signed:**

**Date:**

Safer Recruitment Statement

BS3 Community Development is committed to safeguarding and promoting the welfare of all vulnerable groups and expects staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforces. When appropriate, all successful candidates will be required to complete an enhanced DBS check, which must be maintained throughout the period of employment.

   

BS3 Community Development

**Equality Monitoring form**

Why do we need this information? We believe it is important that we aim to reflect the diversity of the population in our work and our Charity. Not only is it right in principle, but it also means we can draw on a broader range of knowledge, experience, and insight, and so produce better support and programmes within our community.

We try to encourage people with the right qualifications and experience from all parts of the population to join the charity.Collecting this information helps us see which groups are under-represented within our workforce and services and consider how we could advertise our roles and services. The data you provide will only be used for the above-mentioned purposes. We do not use it in any selection processes. We always detach equalities monitoring information and personal data from any type of application.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ First 3 digits of your Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

**AGE**

What is your age? Please mark ‘X’ in one box only

|  |  |  |  |
| --- | --- | --- | --- |
| 15 and under |  |  56-65 |  |
| 16-25 |  |  66-75 |  |
| 26-35 |  |  76-85 |  |
| 36-45 |  |  86-95 |  |
| 46-55 |  |  96+ |  |

**DISABILITY**

The Disability Discrimination Act, as incorporated in the Equality Act 2010, defines a person as disabled if they have a physical or mental impairment which has substantial and long-term (i.e. has lasted, or is expected to last, at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

Do you consider yourself to be disabled under the Equality Act 2010? Please mark ‘X’ in the appropriate box.

Yes No

Prefer not to say Don’t know

If ‘**Yes**’, please indicate by marking ‘X’ in the appropriate box, mark all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Hearing impairment |  | Physical coordination difficulties  |
|  | Speech impairment |  | Mobility impairment |
|  | Visual impairment |  | Reduced physical capacity |
|  | Severe disfigurement  |  | Spectrum disorder or learning difference (e.g. dyslexia, processing disorder) |
|  | Mental, ill health |  | Other, please say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Prefer not to say |  |  |

**BENEFITS AND FINANCIAL SUPPORT**

Do you or does anyone in your household receive any of the following?

|  |  |
| --- | --- |
|  | Free school meals |
|  | Pension credit |
|  | Universal credit |
|  | Prefer not to say  |
|  | Other, please say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**RELIGIOUS BELIEFS**

Do you consider yourself to have any religion? The options are listed in alphabetical order.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Buddhism |  | Christianity |
|  | Hinduism |  | Islam |
|  | Judaism |  | Sikhism |
|  | No religious beliefs  |  | Prefer not to say |
|  | Other \_\_\_\_\_\_\_\_\_\_\_\_ |

**ETHNIC ORIGIN**

Which groups do you most identify with?

|  |
| --- |
|  **White** |
| British |  |  | Please tick a box and/ or tell us which country or ethnicity you identify with. |
| Irish |  |  |
| European |  |  |  |
| Other |  |  |  |
| **Dual Heritage** |
| White and Black Caribbean |  |  | Please tick a box and/ or tell us of any other Dual Heritage background you identify with. |
| White and Black African |  |  |
| White and Asian |  |  |
| Other |  |  |
| **Asian or Asian British** |
| Indian |  |  | Please tick a box and/ or tell us which country or ethnicity you identify with. |
| Pakistani |  |  |
| Bangladeshi |  |  |
| Chinese |  |  |  |
| Asian other |  |  |  |
| **Black or Black British** |
| Caribbean |  |  | Please tick a box and/ or tell us which country or ethnicity you identify with.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

 |
| Somalian |  |  |
| S. African |  |  |
| Nigerian |  |  |
| Zimbabwean |  |  |
| Kenyan |  |  |
| African other |  |  |
|  |  |  |
| **Other ethnic group** |
| Any other |  |  | Please tick the box and/ or tell us which country or ethnicity you identify with. |
|  |
|  |

**GENDER**

Please state your gender:

|  |  |
| --- | --- |
| Female  |  |
| Male |  |
| Transgender |  |
| Non-binary gender |  |
| Prefer not to say |  |

**SEXUAL ORIENTATION**

Which group do you most identify with? The options are listed in alphabetical order.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Asexual |  | Bisexual |
|  | Gay/ Lesbian |  | Heterosexual |
|  | Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Prefer not to say |

**PRONOUNS**

Which pronoun do you use:

|  |  |
| --- | --- |
|  | She/Her |
|  | He/Him |
|  | They/Them |
|  | Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |