**BS3 Application Form Guide**

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

* Answer every question. If it is not applicable to you write **N/A** (Not Applicable).
* We would like you to complete the Equalities Monitoring Form at the bottom of the Application Form, but this is not a requirement. This form, and Questions 1, 2, 7, 8 ,9 and 10 will be removed before applications are seen by those involved in shortlisting for interview.
* Explain any gaps in your employment.
* Use Question 6 (Supporting Statement) to let us know why you are the appropriate candidate for the role.

Consult the job description and use examples to demonstrate how you match Responsibilities, Skills and Experience for the role.

You can use volunteering or educational examples, as well as employment, to demonstrate your suitability for the role.

* If you only have one employer in your employment history, you can use an education or character reference.

**Options for completing your Application Form:**

* Complete the Application Form online and email it to [jobs@bs3community.org.uk](mailto:jobs@bs3community.org.uk)
* Print the Application Form and fill it out with a black pen.

Then post it or drop it into BS3 Community Development, The Southville Centre, Beauley Road, Bristol BS3 1QG

**OR** Scan or take a photo of your completed Application Form and email it to [jobs@bs3communtiy.org.uk](mailto:jobs@bs3communtiy.org.uk)

* Record yourself or someone else speaking the answers to the Application Form questions and send this audio recording to [jobs@bs3community.org.uk](mailto:jobs@bs3community.org.uk)
* Do please contact us as [jobs@bs3community.org.uk](mailto:jobs@bs3community.org.uk) if is there anything we can do to adapt this part of the process to improve things for you.

**BS3 Community are currently unable to sponsor workers from abroad.**

**If you do not have the right to work in the UK, we might not be able to respond to your application.**

BS3 Community Development

Application form

**Please Note: We Only Accept Fully Completed Applications**

**Please do not send us your CV**

**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

1. **Title of post applied for:**
2. **Personal 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 driving licence: Full / Provisional

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

**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013, 2020, 2023) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro – follow this link <https://www.nacro.org.uk/nacro-services/criminal-record-support/advice-for-individuals/>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

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

**Names and Type of Institution** **| Examinations Taken | Grade Obtained | Date Obtained e.g. School/College/University**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Current/Most Recent Employment**

Name of Employer & Type of Business:

Job Title:

Starting Date & Leaving Date (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 employment. Tell us more about any gaps in employment.**

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

1. **Supporting Statement – Tell us why you feel that you are the best person for the job being offered.**

Please read the Job Advert and Job Description carefully before providing your Supporting Statement. See the Application Form Guide at the start of this form for tips.

1. **Referees:**

**If you accept an invitation to interview, we will need to be able to contact at least one of your references prior to interview.**

**Referees should be senior staff members (for example, a manager or Head of Human Resources).**

**If you have worked with children previously (employed or as a volunteer) at least one of your references should be with the most recent organisation you worked with in this capacity.**

**Referee 1 must be your present employer or, if you are unemployed, your most recent employer.**

Name and Job Title:

Relationship to you:

Your title at this organisation (if applicable):

Organisation (if applicable):

Address:

Telephone:

Email:

Can this reference be contacted prior to interview?

**Referee 2 – where possible, should be a previous employer, teacher, or tutor.**

Name and Job Title:

Relationship to you:

Your title at this organisation (if applicable):

Organisation (if applicable):

Address:

Telephone:

Email:

Can this reference be contacted prior to interview?

1. **Please state 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 confirm that the information I have provided on this Application Form is complete and accurate. I understand that any offer of employment is subject to references which are satisfactory to BS3 Community Development. A satisfactory DBS certificate and check of the Barred List; and a satisfactory medical report will also be needed, if appropriate. I confirm that I have not been disqualified from working with children or vulnerable adults or cautioned or sanctioned in this regard.

**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.

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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 this information 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+ |  |

**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, please say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 Do not 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 pronouns do you use:

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

**ETHNIC ORIGIN**

Which group(s) 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 | |  | |  | | |
|  | |  | |  | | |
| **Another ethnic group** | | | | | | | | | | | | |
| Any other | |  | |  | | | Please tick the box and/or tell us which country or ethnicity you identify with. | | | | | | |
|  | |
|  | |