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| **BRIDGE STANDARD APPLICATION FORM**  Please fill in the application form below. Do not type using only capital letters and please remember to check it carefully, as once the form has been submitted it cannot be changed. Please note that questions marked with an asterisk \* are mandatory and therefore must be answered.  **SUBMITTING YOUR APPLICATION:**  **Completed applications should be submitted by one of the following means:**   1. By email to[**recruitment@thebridgeproject.org.uk**](mailto:recruitment@thebridgeproject.org.uk) 2. By post to:   Recruitment Administration  The Bridge Project  35 Salem Street  Bradford BD1 4QH | |  | | --- | | Office Use Only: |   **Bridge logo with text small file size** |

**APPLICATION FOR EMPLOYMENT**

Details entered in this part of the form will be held in the HR department. Access to this information will be withheld from the short listing panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

|  |  |
| --- | --- |
| Job Reference Number |  |
| Job Title |  |
| Where did you see this post advertised? |  |

**Personal Details**

|  |  |
| --- | --- |
| \*Surname/Family Name |  |
| \*First Names |  |
| Title |  |
| UK National Insurance No |  |
| Address |  |
| \*Postcode |  |
| \* Country |  |
| Home Telephone |  |

|  |  |
| --- | --- |
| Mobile Telephone |  |
| Work Telephone |  |
| May we contact you at work? | 🞎 Yes 🞎 No |
| Email Address |  |
| \*Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? | |
| 🞎 Yes 🞎 No | |
| If no, please select the category that relates to your current immigration status. This status will be subject to checking before interview. | |
| * Indefinite Leave to remain/enter   🞎 Refugee  🞎 Other, please specify below | |
| Please supply details of any visa currently held, including number, start/expiry dates and details of any restrictions. | |
| Visa No:  Start Date: (DD/MM/YY)  Expiry Date: (DD/MM/YY)  Details of Restriction: | |
| Does your visa have a condition restricting employment or occupation in the UK? | |
| 🞎 Yes 🞎 No | |

**MONITORING INFORMATION**

This section of the application form will be detached from your application form. The information collected will only be used for monitoring purposes and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

Bridge recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We therefore welcome applications from all sections of the community.

|  |  |
| --- | --- |
| Date of Birth |  |
| Gender | 🞎 Male  🞎 Female  🞎 I do not wish to disclose this |

**Equality Act 2010**

|  |  |  |
| --- | --- | --- |
| I would describe my ethnic origin as: | | |
| **Asian or Asian British**  🞎 Bangladeshi  🞎 Indian  🞎 Pakistani  🞎 Any other Asian background  **Black or Black British**  🞎 African  🞎 Caribbean  🞎 Any other Black background | **Mixed**  🞎 White & Asian  🞎 White & Black African  🞎 White & Black Caribbean  🞎 Any other mixed background  **White**  🞎 British  🞎 Irish  🞎 Any other White background | **Other Ethnic Group**  🞎 Chinese  🞎 Any other ethnic group  🞎 I do not wish to disclose this |

|  |  |  |
| --- | --- | --- |
| Please select the option which best describes your sexual orientation | | |
| 🞎 Lesbian  🞎 Gay  🞎 Bisexual | 🞎 Heterosexual  🞎 I do not wish to disclose this | |
| Please indicate your religion or belief | | |
| 🞎 Atheism  🞎 Buddhism  🞎 Christianity  🞎 Islam | 🞎 Jainism  🞎 Sikhism  🞎 Judaism | 🞎 Hinduism  🞎 Other  🞎 I do not wish to disclose this |

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | 🞎 Yes  🞎 No  🞎 I do not wish to disclose this information |
| If you consider yourself to be disabled and you are shortlisted for an interview what adjustments would you like us to make? | |
|  | |
| Are you aware of any aspect of your health which could affect your ability to undertake this job? | |
| **Please note:** You will be required to complete a pre-employment health questionnaire and/or consent to a medical examination for certain posts | |

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| **Rehabilitation of Offenders Act 1974**  **(Exemptions) Order 1975 as amended**  **This post is exempt from the above and you are therefore**  **required to complete the section below.** |
| The work for which you are applying involves working with vulnerable people, and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, and any cautions, reprimands or warnings. Bridge is also entitled, under arrangements introduced for the protection of vulnerable people, to ask you to **apply and pay for** a Disclosure and Barring Service (formerly the CRB) certificate to evidence the existence and content of any criminal record if you are successful. Information received from the DBS will be kept in strict confidence.  The disclosure of a criminal record, or other information, will not debar you from the appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision Bridge will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to Bridge’s Opportunities Policy. Failure to declare a conviction, caution or bind over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.  ***Please enter below details of convictions for any offence (including traffic convictions and appearances before a court martial) or formal cautions by police for any offence or any cautions, reprimands or warnings.*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disciplinary History** | | | | |
| Have you ever been the subject of disciplinary proceedings for misconduct? | Yes |  | No |  |
| Have you ever been suspended from work for any reason? | Yes |  | No |  |
| If you answer yes to either of the above questions, please provide full details. Continue on a separate sheet if necessary. | | | | |

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| **Relationships** |
| Are you related to or do you have a relationship or personal friendship with a Trustee, Director, employee, past or current service user at Bridge? If so, please state the nature of the relationship |
|  |

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| --- | --- | --- | --- | --- |
| **Additional Information** | | | | |
| Do you have regular access to a car? | Yes |  | No |  |
| Do you have a valid ***full*** driving licence? | Yes |  | No |  |
| Would you be willing to consider a Job Share? | Yes |  | No |  |
| Are you registered with the DBS UPDATE SERVICE online system? | Yes |  | No |  |

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| --- |
| **Data Protection Act 1998** |
| The information supplied on this form may be held on computer, and/or held as manual data. All the information supplied by you is strictly confidential and will only be used for the purpose of recruitment and personnel administration. Please note that we have the right to reject an application without giving a reason. |

**APPLICATION FOR EMPLOYMENT**

Details entered in this part of the form will be made available to the short-listing panel.

|  |  |
| --- | --- |
| Job Reference |  |
| Job Title |  |

**Education & Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. | | | |
| Subject/Qualification | Place of Study | Grade/result | Year |
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**Training Courses Attended**

|  |  |  |  |
| --- | --- | --- | --- |
| Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking. | | | |
| Course Title | Training Provider | Duration | Date Completed |
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**Employment History**

Please record below the details of your current or most recent employer

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Address |  | | |
| Type of Business |  | Telephone |  |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Grade |  | Salary |  |
| Reporting to (job title) |  | Notice Period |  |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

**Previous Employment**

Please record below the details of your previous employment, beginning with the most recent first. Up to 2 previous employments can be entered here. **If required, please provide additional information on a separate sheet.**

**Previous Employer 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Address |  | | |
| Job Title |  | Salary |  |
| From Date |  | To Date |  |
| Reason for Leaving | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

**Previous Employer 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Address |  | | |
| Job Title |  | Salary |  |
| From Date |  | To Date |  |
| Reason for Leaving | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

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| --- |
| If you have had more previous employers, please provide additional information below and where there are any gaps within your employment history please state reasons. |
|  |

**Supporting Information**

Please use the following space to give further information that will help us to decide whether or not to invite you for interview (continue on a separate sheet if necessary, please make sure your supporting statement is **not more than 2 typed sides of A4**).

You should include in your statement:-

* Why you want to apply for this post.
* How your skills/experience match the job description and person specification.
* Any details of other interests/voluntary work relevant to the post.

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| --- |
| Supporting information |
|  |

**References**

Please state the names and contact details of the people who have agreed to supply references covering a minimum of 3 years employment/training. **If you are or have been employed, these should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post.**  If you are a student please provide contact details of a teacher at your school, college or university. If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of some standing within your community i.e. doctor, solicitor, MP etc. Where it is not possible to obtain any employer reference at all then please obtain two personal references. Where no personal reference can be obtained then references should be sought from personal acquaintances not related to or involved in any financial arrangement with you. If you have undergone training to return to work then the academic institution should be contacted. Personal references such as friends and relatives are not acceptable unless stated previously.

Please note, all reference requests will be sought through your line manager or other relevant department manager and your employment history will be verified through the organisation’s Human Resources department or other relevant recruitment function. Please ensure that you provide full contact details. Referees may be contacted prior to interview.

**Referee 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*Surname/Family name |  | First Name | |  | |
| Title |  | | | | |
| Job Title |  | | | | |
| \*Address |  | | | | |
| \*Post Code/ Zip Code |  | \*Country |  | | |
| Telephone |  | Fax |  | | |
| Email |  | | | | |
| \* Relationship |  | \*Can the referee be contacted prior to interview? | | | 🞎 Yes 🞎 No |

**Referee 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*Surname/Family name |  | First Name | |  | |
| Title |  | | | | |
| Job Title |  | | | | |
| \*Address |  | | | | |
| \*Post Code/ Zip Code |  | \*Country |  | | |
| Telephone |  | Fax |  | | |
| Email |  | | | | |
| \* Relationship |  | \* Can the referee be contacted prior to interview? | | | 🞎 Yes 🞎 No |

**DECLARATION**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. **I recognise that if I fail to declare a conviction, caution, reprimand or warning, this may disqualify me from appointment or result in summary dismissal if the discrepancy comes to light.** I agree to the information on this form being stored and processed in accordance with the requirements of the Data Protection Act 1998. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to the above declaration | | | |
| Signature |  | | |
| Name |  | Date |  |