

**Chief Officer**

Please complete this application form in type, and return it

to the email address below by **9:00am on 23rd August** **2024**

All correspondence should be marked **“Private & Confidential”**.

Please return completed form to:

Email:

team@wellspringstogether.org.uk

**Part A: Personal Information**

Family Name (*block capitals)*: Title:

Christian Names (*block capitals)*: Preferred Name:

Address (*block capitals)*:

 Telephone numbers:

 Home:

 Mobile:

 Email:

 May we telephone you on your mobile? Y/N

Post Code:

National Insurance No:

……………………………………………………………………

Are you, to your knowledge, related to any member of the Wellsprings Together Board of Trustees, or anyone likely to be involved in the recruitment process for the post for which you are applying?

If yes, please state the person(s) and relationship(s).

 **Part B: Education and Training**

* Education (Please include in this section all relevant qualifications and exam results).

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| --- | --- | --- | --- |
| Institutions | From | To | Details of subjects and examination results |

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Please give details of membership of any professional body, including the name of the awarding institute, class of membership (Associate, Fellow etc.), your membership number and date awarded.

**Part C: Employment History**

With your **current/most recent** appointment first please give details of all substantive employment (paid and voluntary) that you have undertaken in the course of your career.

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| Name of Employer:Address of Employer: | Position held: Start date:End date:Reason for leaving: *(if appropriate)* |

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| --- | --- |
| Name of Employer:Address of Employer: | Position held: Start date:End date:Reason for leaving: *(if appropriate)* |

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| Name of Employer:Address of Employer: | Position held: Start date:End date:Reason for leaving: *(if appropriate)* |

|  |  |
| --- | --- |
| Name of Employer:Address of Employer: | Position held: Start date:End date:Reason for leaving: *(if appropriate)* |

*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

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| Please also give details of any gaps in employment: |

**Part D: Information in Support of your Application**

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| Describe your current/most recent appointment in terms of its responsibilities, relationships and achievements:*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*What period of notice would you be required to give to your present employer?   |

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| Please give your reasons for applying for this post **using the job description and person specification as a guide** and details of **your suitability** for the post. (1000 words max)*(Continue on a separate sheet. Please put your full name on any additional sheet* |

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| Leisure/recreational interests and/or hobbies: |

**Part E: References**

Please give full details, including their correct title, of people who have agreed to supply references. If you are, or have been employed, the reference should be from your most recent employers. If you have not been in recent employment, please supply details of referees from previous employers or academic institutions. Please note that personal references will not normally be accepted, except where such an individual is able to give a professional judgement on your suitability for the post for which you are applying.

For short-listed candidates references will usually be taken up before interview in the strictest confidence unless you indicate otherwise.

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| **Current Employer \* (most recent)**Name: Job Title:Address: Email: Telephone No:  |
| May we contact your current employer prior to interview? Yes/No  |
| *(****\*****If an applicant gives a reason acceptable to the Selection Panel, an employment reference may be taken from a previous rather than a current employer)*. |

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| **Reference 2**Name:Job Title: Address:Email:  |

Employees who have duties that require them to represent or speak on behalf of Wellsprings Together may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are incompatible with commitment to promoting racial equality. This explicitly includes; The British National Party, Britain First, The English Defence League, the National Front, or the Workers Revolutionary Party.

Please confirm that you understand and are able to comply with this: **Yes** [ ]  **No** [ ]

**Asylum and Immigration Act 1996**

Under the provisions of Section 8 of the Asylum and Immigration Act 1996 it is necessary to ensure that all employees have the right to work in the UK. If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit.

Are you a British subject? **Yes** [ ]  **No** [ ]

If you are an EU national, have you applied for settled status in the UK? **Yes** [ ]  **No** [ ]

If you are not a British subject or EU National, do you have the right to work in the UK and hold a current work permit? **Yes** [ ]  **No** [ ]

If ‘yes’ please state the expiry date of your right to work in the UK. ………………….

**Data Protection Act 1998 and Declaration**

Applicants are advised that any information contained in, or derived from, their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration. Information contained in, or derived from, unsuccessful applications and/or the interview process may be retained for a maximum of 24 months.

I hereby consent to the continued processing of all such sensitive data as outlined above.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that deliberately falsifying or withholding information in this form or any documentation relating to my future appointment may result in non-appointment or, if employed, dismissal.

**Signed:**

**Print:**

**Date:**

**NB**

*All candidates must note that no offer of a job/post will be made until:*

* *Satisfactory completion of legal checks has been completed.*
* *Receipt of an Enhanced Disclosure & Barring Service Check.*
* *Immigration checks have been made;*
* *Receipt of required references is complete;*
* *Approval from the Wellsprings Together Board of Trustees has been obtained*

**Part F: Additional Information - Strictly Confidential**

Information provided in this section will be detached from your application and used only by personnel administering this vacancy.

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| Position applied for:  |

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| Family name *(block capitals)*: ………………………..……………. First name………………………………….. Title: …………………………….. |

**The Equality Act 2010**

Wellsprings Together seeks as far as possible to be an equal opportunities employer. The aim of its employment policy is to ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly (see DBF Employee Handbook 2016).

Do you feel you have a disability that may impact on a function intrinsic to the post for which you are applying and for which we may need to make reasonable adjustments?  **Yes** [ ]  **No** [ ]

If yes, please give brief details of any adjustments which you think would need to be made to enable you to carry out the duties listed for this post.

Are there any arrangements you would like Wellsprings Together to make to accommodate your needs if you are called for interview?

**Rehabilitation of Offenders Act**

Applications from ex-offenders are welcomed and will be considered on their merit.

Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Have you been convicted of a criminal offence that is **not** spent? **Yes** [ ]  **No**  [ ]

If yes, please give details of date(s), offence(s) and sentence(s) passed:

………………………………………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………………

*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

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| **NB** For legal and accounting professions and those positions involving regular work with **children or vulnerable adults** you are required to disclose **all** convictions, including those that **are** spent by virtue of the Rehabilitation of Offenders Act 1974.***If***you are applying for such a post, please answer the following questions: Have you been convicted of a spent criminal offence? **Yes** [ ]  **No** [ ]  If yes, please give details of date(s), offence(s) and sentence(s) passed:*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*Signed: Date: |

Equality and diversity monitoring form

We would be grateful if you are able to fill in a completed Equality & Diversity Monitoring form.  This is optional, but will help greatly in building an accurate picture of applicants, which will inform future recruitment processes and help us consider how to reach communities we may not currently be attracting to our posts. The information contained in this form is for internal anonymised analysis only and will be separated from your application. No one involved in the shortlisting or interviewing process will see the form or the information it contains.

You can choose to return the form with your application form (it will then be detached from your form, so it can be anonymised, and will not be used as part of the recruitment exercise)

**Gender:** Man [ ]  Woman [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]
If you prefer to use your own term, please specify here ………………………………………………..

**Are you married or in a civil partnership?** Yes [ ]  No [ ]  Prefer not to say [ ]

**Age** 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]
50-54 [ ] 55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say [ ]

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]

British [ ]  Gypsy or Irish Traveller [ ]  Prefer not to say [ ]

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]
Prefer not to say [ ]  Any other mixed background, please write in:

***Asian/Asian British***

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African [ ]  Caribbean [ ]  Prefer not to say [ ]

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab [ ]  Prefer not to say [ ]

Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes[ ]  No [ ]  Prefer not to say [ ]

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, please discuss this with the person running the recruitment process.

**What is your sexual orientation?**

Heterosexual [ ]  Gay woman/lesbian [ ]  Gay man [ ]  Bisexual [ ]

Prefer not to say [ ]

If you prefer to use your own term, please specify here ……………………………………………………

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]  Prefer not to say [ ]  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time [ ]  Part-time [ ]  Prefer not to say [ ]

**What is your flexible working arrangement?**

None [ ]  Flexi-time [ ]  Staggered hours [ ]  Term-time hours [ ]

Annualised hours [ ]  Job-share [ ]  Flexible shifts [ ]  Compressed hours [ ]

Homeworking [ ]  Prefer not to say [ ]  If other, 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 [ ]