

**Application Form**

Please complete application in type or black ink
**Return this form to info@switchboard.org.uk**

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| **APPLICATION FOR THE POST OF:**  |  |

**PERSONAL CONTACT DETAILS**

Please fill in all of the details below. This section of the application form will be treated as
confidential and will only be used to contact you.

|  |  |
| --- | --- |
| **Surname** |  |
| **First name(s)** |  |
| **Pronoun(he/she/they/ze etc)** | [Confused? Click here to read more about pronouns](https://www.mypronouns.org/what-and-why/) |
| **Address** |  |
| **Post code** |  |
| **Home telephone number** |  |
| **Work telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |
| **Which method of contact do you prefer?** |  |

Are there any restrictions on you taking up employment in the UK? (if yes, please provide more details)

 **Yes No**

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**REFERENCES**

Please provide two referees that can approach with regards to your suitability for the post. One of this should be your current or most recent employer. Please note that we cannot accept friends of family members as referees.

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| --- | --- | --- |
|  | **Current Employer/ First Referee** | **Second Referee** |
| **Name** |  |  |
| **Address** |  |  |
| **Postcode** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Capacity** |  |  |

These references will not be taken up until we have offered you the post and received acceptance that you are happy for us to seek references.

Any offer of employment will be subject to satisfactory references.

**EQUALITIES MONITORING**

At Switchboard we score and recruit applicants based on the skills, experience and knowledge they demonstrate, however we recognise that we must do more to ensure a diverse range of applicants feel welcome and able to apply to work with us. In order to keep us accountable and help us improve, [**we ask all candidates to complete this anonymous equalities monitoring form**](https://qf7qbxzbayu.typeform.com/to/u0zV2oiV). If we notice our shortlists don’t reflect the communities we serve, we take action to address this.

As part of our work towards race equity, we will shortlist any Black, Asian or Person of Colour who meet the minimum requirements for the role. If you want to disclose this to us, you can mark the box below. You are also welcome to mention your identity or community links in your application, we recognise the of value lived experience and unpaid work and recognise that not everybody has the same opportunities to access paid work experience.

Check this box if you identify as Black, Asian, or a person of colour – sometimes referred to as ‘BAME’. You do not have to disclose this information.

If you want to know more about our approach to equity, diversity and inclusion, please do reach out to the named contact in your job pack.

**TRAINING AND EDUCATION**

Please complete this section, listing your qualifications/training received. If you need more space, please continue on a separate sheet clearly station the section of the form, your name and position you are applying for.

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| --- | --- | --- |
| **Dates** | **Course** | **Qualification/Grade** |
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**CURRENT EXPERIENCE**

Please complete this section, listing details of your current or most recent employer and the duties that you perform in your current role.

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| --- | --- |
| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |  |
| **Date Employed** |  |
| **Duties and Responsibilities**  |  |
| **Reason for leaving** |  |

**PREVIOUS EMPLOYMENT**

Please include paid or unpaid work and account for any gaps. If you need more space, please continue on a separate sheet clearly station the section of the form, your name and position you are applying for.

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| --- | --- | --- |
| **Name & Address of Organisation** | **Dates** | **Brief description of duties and responsibilities (including reason for leaving)** |
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**EXPERIENCE, SKILLS, ABILITIES AND KNOWLEDGE**

**This is the most important part of the application**. Please ensure you have read the guidance included in the application pack and use the space below to clearly demonstrate how you meet the criteria as per the person specification.

If you are completing electronically, **the box will expand as you type**. If you are completing this application form by hand, please you a separate sheet, clearly stating your name and the position you are applying for.

 **EXPERIENCE**

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| --- |
| Please address the criteria in the person specification under ‘Experience’ |

**KNOWLEDGE**

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| --- |
| Please address the criteria in the person specification under ‘Knowledge’ |

 **SKILLS AND ABILITIES**

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| --- |
| Please address the criteria in the person specification under ‘Skills and abilities’. |

**APPLICANTS WITH DISABILITIES**

Switchboard is committed to employing people with disabilities. Please state any arrangements we can make to assist you in the application process or if called to interview or appointed to the post:

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**DISCIPLINARY/CRIMINAL RECORD**

Switchboard undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information received.

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| **Disciplinary:** Have you ever been the subject of disciplinary action in the past? |
| Yes No  |
| **If Yes**, please give details below

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Employer  | Details  | Outcome  |
|  |  |  |  |

**Convictions:** Have you ever been cautioned by the police or convicted of a criminal offence?Yes No Have you ever been referred to the children’s or adult’s ‘barred’ list?Yes No  **If Yes to either question,** please give details on a separate sheet. Note, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working directly with vulnerable adults, in which case both spent and unspent convictions cautions, bind overs and pending prosecutions must be declared. |
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**DECLARATION**

Are you related to or known by anyone at Switchboard who is either a volunteer or an employee?

Yes No

|  |  |
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| How much notice would you be required to give to your current employer? |  |

* I certify that the information given on this form is correct to the best of my knowledge.
* I agree to Switchboard holding the information supplied in line with the Switchboard Privacy Statement.
* I understand that any offer of a job will be subject to satisfactory references and a DBS check.
* I consent to Switchboard obtaining a criminal record disclosure (DBS Check).
* I understand that all information supplied will remain confidential within Switchboard and only accessible to authorised staff and volunteers.

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| --- | --- |
| Signed: |  |
| Date: |  |

Before submitting the Application please ensure you have:

1. **Completed all sections of the Application Form**
2. **Completed the Equalities and Diversity Monitoring Form**
3. **Signed the Application Form**