

Home-Start West Dorset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Staff Application Form

Please read the Guidance Notes before completing this form, because we can only determine your suitability for the position from the information you give in this application. The closing date for this post is 17:00 hours on 9th June 2023 – any applications received after this date cannot be considered. Interview Date is 22nd June 2023. Please return your completed application form to: email office@homestartwestdorset.co.uk or by post to Helen Horsley, Manager, Home-Start West Dorset, Dorchester Youth and Community Centre, Kings Road, Dorchester, Dorset DT1 1NJ



Position applied for: Administrator			
Closing date: 17:00 9th June 2023			
Full Name			
Address including postcode			
If you have been at this address less than five years, please give previous address			
Home telephone no:		Mobile telephone no:	
Email address:			
This post does not require the use of a vehicle			
Do you have access to the use of a vehicle? YES/NO		Do you hold a current driving licence? YES/NO	
This job is not open to job share.			

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REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative). One must be your current or most recent employer. We will only contact your referees if we make you a conditional offer.

Please ask permission prior to submitting referees details and confirm full address.

Referee 1	Referee 2
Time known this person In what capacity?	Time known this person In what capacity?
Name: Address:	Name: Address:
Postcode: Email: Telephone:	Postcode: Email: Telephone:

Education

Subjects	Qualifications gained (e.g. GCSE, 'A'level, Highers, NVQ, Degree)	Grade

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Job related qualifications/specialised training



Course title and qualification achieved (if applicable)	Grade
	West Dorset

We would like to get a picture of your experience to date, detail as requested below.

Present or most recent job:

Job title:	Employer's name and address
Date started:	
Date finished:	
Salary:	
Notice required:	
Purpose of job and main tasks:	

Previous employment, most recent first

Employer	Job title	From	To	Brief description of duties	Reason for leaving

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Please tell us about any voluntary or unpaid work, starting with most recent



Organisation	Role	From	To	Brief description of duties	Reason for leaving

Please tell us about gaps in your employment history, starting with the most recent with reasons e.g. career break to look after children or other dependants, travelling, training or education.

From	To	Reason

Are you related to any person who works in a paid or unpaid capacity for Home-Start?
YES/NO

If yes please give details

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If offered this position, do you intend to continue working in any other capacity?

YES/NO If yes give details

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Relevant skills, knowledge and experience

Please use this page to show how you meet each of the essential criteria in the person specification and what evidence you have to show you meet each item. Please structure your statement adopting the key headings of the person specification. Please use no more than two continuation sheets.

See Guidance Notes for an example.



A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question about relevant skills, knowledge, and experience.

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Immigration, Asylum and Nationality Act 2006



Are you eligible to work in the UK?

YES/NO

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders

Have you ever been convicted of a criminal offence?
If yes you may be asked to supply details.

YES

NO

This post is subject to disclosure and barring check at enhanced level.

Declaration

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information I agree that my application details may be held securely by Home-Start West Dorset.

Signed:

Date:

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Application with disability - information

HSWD wants to encourage disabled people to apply for positions within our organisation. We will treat all information in confidence.



The Disability Discrimination Act 1995 defines a disabled person as a 'person with physical or mental impairment which has substantial and long term effect on day-to-day activities.'

If you consider yourself to be a disabled person and need any special arrangements to get to the interview, please give us details in the space below and send it with your application form.

Name:

The Job you have applied for:

Details of special arrangements you will need:

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Equal Opportunity Statement

Home-Start is committed to a policy of equality of opportunity which respects the identity, rights and value of each individual. Recognising that discrimination exists, Home-Start is positively committed to oppose all direct and indirect discrimination in the organisation against people on the grounds of ethnic origin, religion, culture, disability, gender, sexual orientation, age and family status.

Home-Start declares its intention to work to promote equality of opportunity in employment practices, access to services, service provision, committee structure, committee membership and meetings, volunteer recruitment and selection, and training.

Home-Start will work to this policy and will monitor, review and evaluate its effectiveness.

Please complete page two and submit with your application.



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EQUAL OPPORTUNITIES MONITORING

To ensure Home-Start West Dorset's implementation and development of its *Equality, Fairness and Diversity Policy*, applicants are asked to complete the details below. This information, which will be used solely for monitoring purposes, will be treated as confidential. It will be separated on receipt of the application forms and before they are considered by the short-listing panel.



The basic information on these forms will be transferred to a summary sheet for the purpose of retaining overall statistical information. These completed individual forms will then be destroyed. The responses to these questions will not affect the success or otherwise of a job application in any way.

Application for the post of Administrator												
Where did you see the post advertised?												
Date of Birth:	Male:	Female:										
Religion:												
How would you describe your ethnic origin? (please tick) ✓	<table border="1"> <tr> <td>Asian</td> <td>Indian Pakistani Bangladeshi Other Asian background</td> </tr> <tr> <td>Black</td> <td>Caribbean African Other Black</td> </tr> <tr> <td>Chinese or other ethnic group</td> <td>Chinese Any other ethnic group</td> </tr> <tr> <td>Mixed</td> <td>Any mixed background</td> </tr> <tr> <td>White</td> <td>British Irish Other White background</td> </tr> </table>		Asian	Indian Pakistani Bangladeshi Other Asian background	Black	Caribbean African Other Black	Chinese or other ethnic group	Chinese Any other ethnic group	Mixed	Any mixed background	White	British Irish Other White background
Asian	Indian Pakistani Bangladeshi Other Asian background											
Black	Caribbean African Other Black											
Chinese or other ethnic group	Chinese Any other ethnic group											
Mixed	Any mixed background											
White	British Irish Other White background											
Are you registered as disabled at a job centre and a holder of a green card? (please tick) ✓												
Do you consider yourself to have a disability even though your disability isn't registered?	Yes	No										

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