

CONFIDENTIAL Application for Employment

Please read the Guidance Notes before completing this form

POST APPLIED FOR:

1. PERSONAL DETAILS

TITLE: **SURNAME:** **FIRST NAME/S:**

ADDRESS:

POSTCODE:

TELEPHONE (HOME): **(WORK):**

(MOBILE): **EMAIL ADDRESS:**

MAY WE CONTACT YOU AT WORK? **YES** **NO**

IF SUCCESSFUL IN YOUR APPLICATION HOW SOON WOULD YOU BE ABLE TO START?

Borderline – Registered Charity Number: 1128648. Registered in Scotland Number SCO44530.

Registered Company Number:5844151 www.borderline-uk.org

2. EDUCATION, TRAINING AND QUALIFICATIONS

Please list in date order beginning with the most recent:

NAME AND ADDRESS OF SCHOOL/ COLLEGE/UNIVERSITY	DATE FROM	DATE TO	QUALIFICATIONS/ GRADES

3. OTHER TRAINING UNDERTAKEN

SUBJECT	DATE FROM	DATE TO	LENGTH OF COURSE

4. WORK EXPERIENCE

Please use this space to tell us about your employment history (paid or unpaid), beginning with the most recent. If the position was unpaid, please also state "Volunteer" under job title.

1 EMPLOYER'S NAME:

ADDRESS:

JOB TITLE:

SALARY:

FROM:

TO:

HOURS WORKED PER WEEK:

MAIN DUTIES:

REASON FOR LEAVING:

2 EMPLOYER'S NAME:

ADDRESS:

JOB TITLE:

FROM:

TO:

HOURS WORKED PER WEEK:

MAIN DUTIES:

REASON FOR LEAVING:

OTHER EMPLOYMENT

EMPLOYER	JOB TITLE:	DATE FROM TO	HOURS PER WEEK
		-	

5. GAPS IN: WORK HISTORY

Please use the space below to tell us about any gaps in your work history e.g. childcare, gap year or travel

DATE FROM	DATE TO	REASON

6. SUPPORTING STATEMENT

This is where you give us specific information about your application. You will need to refer to the job description and person specification. This information should take up no more than two sides of A4 in total. Applicants submitting more will not have extra material considered.

7. OTHER INFORMATION

Reference Number: _____

A) REHABILITATION OF OFFENDERS ACT 1994:

In accordance with the spirit of the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure and Barring Service guidance, **Borderline will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.**

For all Borderline posts involving the direct provision or management of services to our clients, spent and unspent convictions and police cautions which meet the following definitions **must be disclosed** by all applicants on the form below.

- Convictions that resulted in a custodial sentence (regardless of whether served)
- Where the individual has **more than one conviction** all convictions must be disclosed
- Cautions given **less than 6 years ago** (where individual **over 18** at the time of caution)
- Cautions given **less than 2 years ago** (where individual **under 18** at the time of caution)
- Convictions given **less than 11 years ago** (where individual **over 18** at the time of conviction)
- Convictions given **less than 5.5 years ago** (where individual **under 18** at the time of conviction)
- Cautions or convictions which relate to **sexual offending, violent offending and/or safeguarding** and appear on the DBS website:
<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

This form will be confidential to the interview panel members, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.

If you are offered a post at Borderline, you will be asked to obtain a Disclosure and Barring Service Disclosure, and the job offer and/or any subsequent contract of employment will be subject to Borderline being satisfied with the contents of the Disclosure. **Borderline complies with the DBS Code of Practice and a copy is available on request.**

Do you have any spent or unspent convictions, cautions, reprimands or warnings which meet the disclosure requirements outlined above? Yes No

If you have answer 'Yes' please give details including dates and sentences.

(If you wish, you can tick 'Yes' above and send the details requested below in a **Private & Confidential** envelope directly to: **Isabel Dunlop, Borderline, 22 City Road, London, EC1Y 2AJ 4.** If you do this, indicate below that you have sent details directly to Isabel Dunlop).

Dates	Dates	Dates

Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?

It would be helpful if you could give us further details on any conviction(s) recorded above: Continue on a separate A4 sheet if necessary.

b) RIGHT TO WORK

ARE YOU ABLE TO PRODUCE DOCUMENTED EVIDENCE OF YOUR RIGHT TO WORK?

Yes

No

c) REFERENCES

NAME:

NAME:

ADDRESS:

ADDRESS:

TELEPHONE:

TELEPHONE:

EMAIL:

EMAIL:

RELATIONSHIP:

RELATIONSHIP:

DO YOU WISH US TO WAIT UNTIL AFTER YOUR INTERVIEW TO CONTACT YOUR REFEREES?

YES

NO

DECLARATION

I certify that the details given are, to the best of my knowledge, complete and correct, and I understand that any false information may affect my application or employment with Borderline

SIGNED:

DATE:

8. DIVERSITY AND EQUALITY MONITORING FORM

This Monitoring form does not form part of your application. It will be detached prior to shortlisting.

1. Please tick the description which you feel is the most appropriate of your ethnic origin
(please choose ONE section from A to F). Then tick the most appropriate box (one box only)

A WHITE

British

Irish

Other (please write in) _____

B MIXED

White & Black Caribbean

White & Black African

White & Asian

Other (please write in) _____

C ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Other (please write in) _____

D BLACK OR BLACK BRITISH

Caribbean

African

Other (please write in) _____

E CHINESE

Chinese

Other (please write in) _____

F ANY OTHER BACKGROUND

Any other background

Other (please write in) _____

2. Please indicate your sex: Male Female

3. Do you identify as:

Lesbian/Gay

Heterosexual

Bisexual

Other

Don't wish to state

4. Which, of the following, if any is your religion:

Atheism Islam (Muslim) Zoroastrianism (Parsi)

Baha'i Jainism No Religion

Buddhism Judaism Don't wish to state

Christianity Rastafarianism Other (Please specify)

Hinduism Sikhism

5. Do you have a disability? Yes No

6. What is your age (at last birthday) _____

7. Have you ever been, or are you currently homeless? Yes No

8. Please tell us where you saw the advertisement for this role _____

Thank you for completing this form.

I consent to Borderline holding and processing data contained in this monitoring form for the purposes stated in the Guidance Notes.

Signed _____

Date _____

GUIDANCE NOTES

1. GENERAL

We strongly recommend that you read all the enclosed documents and form before commencing your application. Complete all sections fully as this information will be used for shortlisting. Use black ink or type to enable clear photocopying. Completed applications must be returned by the closing date. Faxed copies and CVs will not be accepted.

2. EDUCATION, TRAINING AND QUALIFICATIONS

Complete in date order. It is not necessary to list every qualification that you have gained, e.g. 6 GCSE's/2A's is sufficient. Highlight any that are particularly relevant to the post. You may also wish to state any qualifications currently being studied for. If appointed, you will be required to produce evidence of relevant qualifications.

3. OTHER TRAINING UNDERTAKEN

List other relevant internal and external training courses. Please include dates and length of course.

4. WORK EXPERIENCE & OTHER EMPLOYMENT

Beginning with the more recent date, let us have details of your work experience, whether paid or unpaid, covering at least the last five years. If you are not in paid work, tell us what you are currently doing. List also unpaid work related to this post e.g. voluntary work, community activities etc.

5. GAPS IN WORK HISTORY Tell us about any gaps in your work history

6. SUPPORTING STATEMENT

This is where you give us specific information in support of your application. You will need to refer to both the job description and person specification. Submit these details on no more than two sides of A4 paper in total as applicants submitting more will not be considered.

The **job description** lists the tasks and responsibilities which the post holder is expected to undertake. The **person specification** states the criteria needed by the post holder to enable them to carry out the job. Essential criteria are used by the interviewing panel for selection at both the shortlisting and interviewing stages, please address these points when completing the form. It will not be sufficient to restate the skills or abilities listed. You should demonstrate your ability or experience by giving examples, by reference to paid, academic work, volunteer or leisure experience. We may also list desirable criteria. Again where you meet these criteria, you should explain how on your supporting statement.

7. OTHER INFORMATION

a) **Disclosure of Offences** — Due to the nature of our work, recruitment to both paid and unpaid positions are subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Borderline will proceed with the full Disclosure procedure only when an offer of employment has been made. Depending on the exact position offered, a Disclosure check may be requested at either Enhanced or Standard levels. This means that checks are made against information held with the Disclosure and Barring Service, the Department of Health and Department for Education.

However as part of the initial recruitment process, and within the relevant section of the application form we would like you to give us details of any convictions etc. The recruitment panel will have knowledge of this information and may wish to discuss it at interview. A criminal record will not

necessarily be a bar to obtaining a position with us, but we must have details prior to the beginning of the recruitment process. Failure to Disclose, may affect your application, or future employment with the Borderline.

Further information relating to the Disclosure and Barring Service (DBS) can be found at: www.gov.uk/dbs

b) **Right to Work** — Section 8 of the Asylum and Immigration Act 1996 (Regulations 2004) requires those seeking paid work to produce documentary evidence of their right to work in the UK. Before an appointment can be confirmed Borderline will need to see the original copies of documents listed on the attached guidance. These documents will be photocopied and kept on file.

c) **References** — Employment at Borderline is subject to two written references and you will not be able to start until these have been satisfactorily taken up. One must be your current or most recent employer. If you have not recently been employed, please provide the name of a professional person who can comment on your suitability. Referees must not be relatives or friends. Borderline reserves the right to request additional or alternative references, or to contact referees by telephone.

8. DIVERSITY AND EQUALITY MONITORING FORM

Borderline is striving to be an Equal Opportunities employer. The information contained within this form is kept confidential, and used for Human Resources monitoring purpose. It is detached from the application form before shortlisting and destroyed once monitoring is completed.

If you feel that the categories do not apply, please use the additional space provided to tell us how you classify yourself. If you do not wish to answer a particular question, you may leave it blank. We appreciate that some people may not wish to declare a disability or their sexual orientation for fear of discrimination. We are also aware that we may be indirectly discriminating against certain groups of people. It is for this reason that recruitment monitoring forms part of the organisation's Equal Opportunities Policy and is an important tool in helping us improve and actively work against such discrimination. We would like you to participate in this process, but should you choose not to, your application will not be affected. Thank you for your help.