

# Job application form

New Hope Birmingham is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). It is important that you refer to the **Guidance Notes** before completing this form.**

## 1. Vacancy Details This section must be completed

Job title:

Job reference number:

## 2. Personal Details

First name(s):

Last name:

Title: e.g. (Mr,Mrs,Ms):

Former name(s):

Date of Birth:

Address:

Postcode:

Daytime tel no:

Evening tel  
no:

Mobile tel no:

Email:

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter:

Yes No

National Insurance Number, if you have one

Do you have the Right to Work in the UK? Yes No

Please note original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): Yes No

If YES, type of licence

## 3. General Information

**a)** Are you related to a Trustee or employee of New Hope Birmingham? Yes No

If yes, please provide details:

Name:

Position:

Relationship:

## 4. Arrangements for interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work-based exercise? Yes No

If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).

**b)** Do you wish to job share the job you are applying for? Yes No

**5. Education/Qualifications** (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

**6. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

Please continue if necessary.

**7. Membership** Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**8. Past Employment & Experience** (if any) include voluntary or other relevant experience.

From		To		Employer	Job Title	Reason for change
nth	yr	nth	yr			

Please continue if necessary.

## 9. Present or Most Recent Employment (if any)

Job title:	Employer:
Salary:	
Date Started:	Date left (if applicable):
Address:	
Postcode:	
Reason(s) for leaving (if applicable):	

## 10. Ill Health Retirement/Dismissal

Have you ever taken ill health retirement or been dismissed for some other reason?

Yes      No

If yes, please give the date and department/directorate:

## 11. References Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Name:	<input type="checkbox"/>
Address:	
Postcode:	
Tel no:	Email:
Job title:	Relationship to you:

  

Name:	<input type="checkbox"/>
Address:	
Postcode:	
Tel no:	Email:
Job title:	Relationship to you:



Please note some jobs may require a Criminal Records Bureau check, further information regarding this will be contained in the application pack, if applicable.

## 12. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification.

**It is important that you refer to the ‘Guidance Notes’ when completing this section.**

## 13. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by New Hope Birmingham in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Survey and research organisations (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities
- Non-profit, voluntary and Charity Organisation

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.

I, (print name): \_\_\_\_\_

Consent to New Hope Birmingham recording and processing the information detailed in this application form. I understand that this information may be used by New Hope in pursuance of its charity purposes and my consent is conditional upon New Hope complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



[www.nhbham.org](http://www.nhbham.org)

**Application forms not fully completed may be refused.**

**Return the filled-out form to-**

**Email: [info@nhbham.org](mailto:info@nhbham.org) or**

**Postal Address: New Hope Birmingham, 5<sup>th</sup> Floor, Cobalt Square, 83 Hagley Road, Birmingham B16 8QG**

**Funded By:**



# GUIDANCE NOTES FOR COMPLETION OF THE APPLICATION FORM



## THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

### SECTION 1: Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

### SECTION 2: Personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

**Right to work in the UK:** Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

### SECTION 3: General Information

Tell us if you have any relation with Trustee or employee of NHB. Please indicate if you would like to share your job.

### SECTION 4: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work-based exercise.

### SECTION 5 & 6: Education/qualifications and Training

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job you are applying for.

### SECTION 7 & 8: Membership and Past Employment & Experience

Please state your current membership with any organisation.

It is **ESSENTIAL** that you give full details of your past employments in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing,

travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

#### SECTION 9: Present or Most Recent Employment

Please state your present employment and reason to leave.

#### SECTION 10: Ill Health Retirement / Dismissal

Please mention if you had any.

#### SECTION 11: References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. A thorough DBS check will be required when and where needed **free of charge**.

#### SECTION 12: Other relevant information in support of your application

Pick out those aspects of your experience or skills that are **RELEVANT** to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related the community work e.g. communication with ethnic people, organising workshop in the community etc. Give clear examples where you can in support of your application. Use extra sheet if you need.

#### SECTION 13: Data Protection Act 1998 / Confirmation of details

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

*We look forward to receiving your application.*