**Race Equality Network**

**Job Application**

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| **Capacity Builder** | |
| Contract Type | Temporary – 18 months |
| Hours of work | 37 hours |
| Location | Grange Interlink |
| Band/ Grade/ Salary | Circa £23,000 per annum |
| Holidays | 22 days per annum plus 8 Statutory Bank holidays Total – 30 days |

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| Application to be returned via email on: [info@raceequalitynetwork.co.uk](mailto:info@raceequalitynetwork.co.uk)  **By 28th October 2020** |

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| Thank you for requesting an Application Form for the above post. Please read the following notes before completing the form. If you require assistance with this form, feel free to contact us via email on: [info@raceequalitynetwork.co.uk](mailto:info@raceequalitynetwork.co.uk)  When enquiring by email please leave your telephone number.  Please:  Read ALL enclosed additional information, particularly the Job Description and a Personal Specification before completing the form.  Complete the form using black/dark blue ink or type for photocopying purposes  Give all the information you can using the personnel specification about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Personal Specification by using clear, concise wording and examples as appropriate. Use headings in line with the essential criteria for ease of shortlisting.  Do not include CV’s  Return to the address shown above by the closing date. |

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| **Personal details** | |
| Title: |  |
| Surname |  |
| Forename |  |
| Address Line 1: |  |
| Address Line 2: |  |
| County |  |
| Postcode |  |

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| Preferred Telephone Number: |  |
| Preferred Contact Number Type: |  |
| Other Telephone Number: |  |
| Email address |  |
| National Insurance number: |  |
| Under the requirements of the Asylum & Immigration Act, are you currently eligible to work in the UK? |  |
| Please tell us if there any dates when you will not be available for interview: |  |
| Do you have a current driving licence? |  |
| How did you hear about this vacancy? |  |

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| **Education and Qualifications** |

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| Education and Qualification details | Results Obtained | Where  Obtained | Date From | Date To | |
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| **Professional Qualifications record** | | | | |

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| Course and Training Details | Results/Grades Obtained | Where Obtained | Date From | Date To |
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| **Training and Development record** |

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| Course Training Details | Results/Grades Obtained | Where Obtained | Date From | Date To |
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| **Other Skills and Qualifications** |

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| Language Skills: Which language other than English do you speak and or/write? (Please tick if fluent?)  Punjabi Speak Write  Urdu Speak Write  Bangla Speak Write  Spanish Speak Write  Please indicate whether you use sign language Indicate B.S.L Level |

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| **Present or most previous employment** | |
| Job Title: |  |
| Date of Employment |  |
| Date Employment ended (if applicable) |  |
| Reason for leaving (if applicable) |  |
| Employer: |  |
| Employers Address: |  |
| Postcode: |  |
| Salary: |  |
| Notice required (if applicable) |  |

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| **Please describe in brief your duties and responsibilities in your current or most recent role (and key achievements where relevant)** |
| Duties and responsibilities |

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| **Please say how you meet the required specification:**  **Experience**  **Special Knowledge/skills**  **Other**  **Use appropriate headings e.g. “EXPERIENCE IN COMMUNITY DEVELOPMENT” in line with the requirements highlighted in the personnel specification**  **(5,000-character limit).** |
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| **Recent Employment History record** |

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| Employer | Employers address | Position held | Date From | Date to | Hours | Wage/salary | Reason for leaving |
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| Have you had any beaks in your employment? |  |
| If yes, please explain any gaps in your employment history: |  |

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| **Referee** |

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| Forename/ First Name: |  |
| Surname: |  |
| Job Title: |  |
| Company: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email Address: |  |
| Can we contact this referee before your interview? |  |

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| --- | --- |
| Forename/ First Name: |  |
| Surname: |  |
| Job Title: |  |
| Company: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email Address: |  |
| Can we contact this referee before your interview? |  |

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| Health |

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| Are you aware of any aspects of your health which could affect your ability to undertake this job?    Yes No |
| If you have answered YES to the question above, please supply brief details |
| **Please Note:** *You may be required to complete a pre-employment medical questionnaire and/or consent to a medical examination for certain posts.* |

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| Equal Opportunities |

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| Race equality network is working towards being an Equal Rights employer with a work force which reflects the community it serves. It is committed to providing equality of access to employment and development opportunities for people from all parts of the community. To help us pursue this aim we ask all our applicants to provide the information requested on this page. It will be used only for monitoring purposes; it will be confidential and not used in the selection process. |

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| **Disability:** Do you consider yourself to have a disability? Yes No  Please give details of any arrangements you would like Race equality network to make if you are interviewed? |
| **Ethnic Classification:** I would describe myself as (Please circle)  White Black-Caribbean Black-African Chinese Indian  Pakistani Bangladeshi Other – Please specify |
| Job Sharing: If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post, willing to job share, or whether you would consider either:  Full time Job share Other |
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**I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

*Note: The withholding, falsification or omitting of relevant information by a successful candidate are grounds for disciplinary action being taken.*

Please state whether you are related to or know any current members of Race Equality Network Staff and name them below:

**

Signed: Date: / /

How did you learn of this vacancy?

**Self-Declaration (Strictly Private and Confidential)**

As part of Race Equality Network safe recruitment and vetting process you are asked to fill in and submit this self-declaration. If you are successful in your application for employment you will be asked to undergo an enhanced check through the Criminal Records Bureau as a basis for deciding whether or not you are suitable to work with the age range group. The disclosure of an offence will not necessarily be a bar to your appointment. \*Note: for the purposes of the Rehabilitation of Offenders Act (1974), the age range you will be working with is a vulnerable group and this means that you are exempt from the Act. Therefore, you can be asked and must declare any previous criminal record including spent convictions.

**All information provided will be kept strictly confidential and used only to determine suitability for work with children and young people.**

1. Have you at any time been convicted of any criminal offence or been the subject of a Disqualification Order, a caution, warning, reprimand, police investigation or of a bound over order (Please Circle)

YES NO

If YES, please give details including nature of the offence(s) or record(s) on a separate sheet of paper

1. Under the Disqualification for Caring for Children’s Regulations 1991, have you ever had a child removed from you or placed under supervision by the Local Authority or been disqualified from Registration under Schedule 9 of the Children’s Act? (Please Circle)

YES NO

If YES, please give details including nature of the offence(s) or record(s) on a separate sheet of paper

1. Do you suffer or have suffered from any illness which may affect your work with vulnerable adults, children or young people? (Please Circle)

YES NO

If YES, please give details including nature of the offence(s) or record(s) on a separate sheet of paper

I understand that failure to disclose information under 1, 2 and 3 may result in the termination of my services.

Signed…………………………………………. Date…………………………….