**APPLICATION FORM**

**ROLE:** Community Development Worker

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| --- | --- | --- |
| Post applied for: | | Ref: |
| **PERSONAL DETAILS** |  | |
| Surname: | Forename(s) | |
| Home Address: | Telephone No:   * Home: * Work/daytime: * Mobile: | |
| Email: |  | |
| **Where did you see this job advertised?** | | |
| **REFERENCES** | | |
| Name and address of two referees. **At least one should be a present or most recent employer or, if appropriate, a tutor:** | | |
| 1.  Name:  Address:  Email:  Tel.  In what capacity do you know the referee? | 2.  Name:  Address:  Email:  Tel.  In what capacity do you know the referee? | |
| I confirm that to the best of my knowledge the information given in this application is true and correct and can be treated as part of any subsequent contract of employment.  I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  **Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please return this form to:**    Recruitment, Goldsmiths Community Centre, London SE6 1QD  **or you can email the form back to us at:**   recruitment@goldsmithscommunitycentre.org.uk | | | |
| **Enclosed with these papers is a monitoring form. You are not obliged to complete this but it would be much appreciated if you would as it helps us to monitor our Recruitment Diversity and Inclusion. It will not be shown to the recruitment panel during the selection process** | | | |

**The following sections will automatically expand onto the next page if necessary**

|  |  |  |  |
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| **EDUCATION** | | | |
| FROM | TO | SCHOOL/COLLEGE | QUALIFICATIONS AND/OR CERTIFICATES OBTAINED |
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| **OTHER TRAINING** | | | |
| FROM | TO | COURSE | QUALIFICATIONS AND/OR CERTIFICATES OBTAINED |
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| **VOLUNTARY WORK** | | | |
| FROM | TO | NAME & ADDRESS OF ORGANISATION &  NATURE OF THEIR BUSINESS | POSITION HELD & RESPONSIBILITIES |
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| **EMPLOYMENT:** (Please include part-time or appropriate holiday jobs lasting more than 6 weeks and list in date order, starting with your present or most recent job, please account for any gaps in your work history) | | | |
| **FROM**  Mth/Year | **TO**  Mth/Year | **NAME & ADDRESS OF EMPLOYER & NATURE OF THEIR BUSINESS** | **POSITION HELD & RESPONSIBILITIES**  (**Include salary and reason for leaving**) |
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| **CRIMINAL RECORD**  Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service. | | | | |
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| INFORMATION – EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES Please explain how your experience, knowledge and skills gained in paid or unpaid work, study or training meets the requirements of this role as stated in the job description and the person specification.    **Please ensure that you address the items in the person specification in the order given.**  (This table will automatically expand onto additional pages if necessary) |
|  |
| Please confirm that you are available for interview on the date advertised[[1]](#footnote-0): YES / NO  Please state the earliest date you would be available to take up the post if offered: |

**Goldsmiths Community Association Recruitment Monitoring**

The policy and practice of Goldsmiths Community Association requires that entry into employment with the organisation and progression within employment will be determined by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, racial group, sexual orientation, religious belief or disability. In all cases, ability to perform the job will be the primary consideration. Please return the form in the enclosed envelope to Goldsmiths Community Centre if you are applying for the post, or have agreed to be considered for a post.

Any information you have given will only be used to support the diversity and equal opportunities policy and in accordance with the principles of the data protection Act 1998, and to provide annual statutory returns to the National Executive Committee. The information will be kept in our London Offices and will be kept strictly confidential**.** The information you give will be retained only for statistical purposes and will not be linked to your name.

*Please complete this form if you are applying for a post, or have agreed to be considered for a post****. Completion is voluntary****.*

*Please answer the questions by ticking the appropriate box.*

**1. Are you:** Female □ Male □

**2. Do you have a disability? (If yes, please answer question 3.)**

Yes □ No □ Decline to specify □

**3. Please tick one or more boxes to describe your disability**

□ Dyslexia/specific learning disability

□ Blind/Visual impairment

□ Deaf/Hearing impairment

□ Mental Health difficulties

□ Unseen disability (e.g. diabetes)

□ Wheelchair/Mobility impairment

□ Other (please describe) ……………………………………………………………………………………………………………………

**4. Nationality**:

□ UK

□ Other EC

□ Other (please state) …………………………………. …………………………………………..

**5. Please describe your religious group:** (Religion or belief is defined as being any religion, religious belief or similar philosophical belief (this does not include any philosophical or political belief)

……………………………………………………………………………………………….

**6. Age: (Please tick appropriate box)**

**18-25 □ 26-30 □ 31-35 □ 36-40** □ **41-45 □ 46-50 □ 51-55 □ 56-64 □ 65+ □**

**7. Please describe your ethnic origin: (Please tick one box only)**

*(Ethnic origin is not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the groups indicated. The ethnic origin categories used here are based on the 2001 census of the population and are those required for Goldsmiths Community Centre monitoring purposes).*

**White, Black or Black British, Chinese**

British □Caribbean **□** Chinese **□**

Irish **□** African **□**

Any other White background **□** Any other Black background **□**

*Please specify Please specify*

……………………………………. …………………………………..

**Mixed Asian or Asian British or Other ethnic group**

White and Black Caribbean **□** Indian **□**

White and Black African **□** Pakistani **□**

White and Asian **□** Bangladeshi **□**.

Any other mixed background **□**

*Please specify ……………………………………..*

Any other Asian background **□**

*Please specify ……………………………………..*

Any other **□**

*Please specify ……………………………………..*

***Thank you for completing this form.***

1. If you cannot be available on the advertised interview dates(s) please contact Goldsmiths Community Centre to discuss. [↑](#footnote-ref-0)