One Westminster

### JOB APPLICATION FORM

### Confidential

Please complete this form in black ink or type and send it to: [j.rosenberg@onewestminster.org.uk](mailto:j.rosenberg@onewestminster.org.uk)

CV’s will not be considered

|  |  |
| --- | --- |
| Application for post of |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
|  | | | |
| Surname |  | Initials |  |
|  |  | | |
| Address |  | | |
|  |  | | |
| Telephone: HOME |  | WORK |  |
| MOBILE PHONE |  |
|  |  | | |
| Email Address |  | | |

|  |  |
| --- | --- |
| Where did you hear about this vacancy? (Please state) |  |

|  |  |
| --- | --- |
| Do you have the right to work in the UK? (Please indicate) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REFEREES | | | |
| Please give us the names, addresses and telephone numbers of two people who can comment on your ability to do this job. One of these people should be your most recent employer, but if you have not been employed recently, a course tutor or someone you know from working as a volunteer can be used. Please state your relationship to each of these referees. References may be requested before interview. Please also say whether we can contact your referees before an offer is made | | | |
| First Referee: | | | |
|  | | | |
| Name |  | Telephone No |  |
|  | | | |
| Address |  | Relationship with referee |  |
|  |  |  |
|  | May we contact this person now? |  |
|  | | | |
| Second Referee: | | | |
|  | | | |
| Name |  | Telephone No |  |
|  | | | |
| Address |  | Relationship with referee |  |
|  |  |  |
|  | May we contact this person now? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION AND TRAINING | | | |
| Please give details of schools/colleges/courses attended, and any qualifications obtained.  Please also give details of any relevant training including professional and in –house work-based training courses which you have passed (most recent at the top) | | | |
| **From** | **To** | **Course Title & Institution** | **Result** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYMENT | | | |
| Please give details of your employment, start with your current or most recent work. | | | |
| **From** | **To** | **Post & Employer** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| VOLUNTARY WORK |
| What experience do you have of voluntary work in the community? Please describe any voluntary work experience relevant to your application. This may include work in voluntary organisations, youth clubs, religious or cultural organisations, schools, sport etc. (continuing on a separate sheet if necessary) |
|  |

|  |
| --- |
| THIS POST AND YOU |
| You have read the enclosed job description carefully. Please say briefly why you want *this* job particularly |
|  |

|  |  |
| --- | --- |
| **SPECIFIC INFORMATION** | |
| Please use this section to tell us how your experience, skills, knowledge and qualifications will enable you to do this job. Address each item on the person specification individually in the same order as set out in the person specification. Please put the number of each criteria you address in the margin. Answer each point in detail, for example it is not enough to simply say ‘I understand the principles of Equal Opportunities’: you need to explain why you think it is important, to demonstrate your understanding to the short-listing panel. Continue on a maximum of 2 further sheets of A4 paper if necessary. | |
| **Criteria** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Please state the additional languages you speak, if any |  |

|  |  |
| --- | --- |
| Please state if you have a disability and/or if there are any reasonable adjustments we need to be aware of |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If appointed to the post, when could you begin work? | | |  | |
| I confirm that all the information given in support of this application is accurate. I understand that obtaining employment at OW on the basis of inaccurate information may result in my subsequent dismissal. | | | | |
| Signed |  | Date | |  |

|  |
| --- |
| Please send your complete application to [j.rosenberg@onewestminster.org.uk](mailto:j.rosenberg@onewestminster.org.uk)  or by post to One Westminster, 37 Chapel Street, London NW1 5DP – please note CVs will not be accepted  **Applications for the Social Prescribing Link Worker post close at 12pm on Friday, February 21st 2020** and interviews will take place on **the 2nd and 3rd of March 2020**.  Please note we are unable to provide feedback to unsuccessful applicants. If you have not heard from us by 28th February 2020 please assume that your application has not been shortlisted. |

**DIVERSITY MONITORING FORM**

One Westminster is committed to ensuring our recruitment processes are accessible. By completing this form you will help us measure how effectively we reach all sections of the community.

Answer as much or as little as you want. This form will be separated from your application form so whatever information you give, we will not be able to identify you as an individual. Information you provide simply goes towards providing an overall profile of the ‘type’ of people that apply for positions with One Westminster so we can ensure that our recruitment processes are reaching all communities.

**Where did you see this post advertised?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please enter the first part of your Postcode** (ie: the first 3 or 4 characters) \_\_\_\_\_\_\_\_\_\_

**Gender Identity: ☐** Male ☐ Female

Other (Please specify if you wish) \_\_\_\_\_\_\_\_\_\_

Age group: **☐** 18 – 30 **☐** 31 – 60 **☐** 61 - 75

**Disability: Do you have any of the following?**

☐ Physical Impairment ☐ Visual Impairment

☐ Learning Difficulty ☐ Hearing Impairment / Deaf

☐ Mental Health/Mental distress ☐ Long term illness that affects your daily activity

☐ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read the following statement...**

If you have ticked any of the boxes above, or you have cancer, diabetes or if you are HIV positive, this would be classed as ‘disability’ under the legislation. Do you consider yourself to be ‘disabled’

☐ Yes ☐ No

**Which of these options best describes your ethnic background?**

Please select one box for each (the options are listed alphabetically)

**Ethnicity – do you identify as...**

**Asian:**

☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Arab

☐ Other Asian background (please specify if you wish)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black:**

☐ African  Caribbean  Black British

☐ Other Black background (please specify if you wish)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PTO**

**Oriental:**

☐ Chinese ☐ Japanese ☐ Korean ☐ Filipino

☐ Other Oriental background (please specify if you wish)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed Ethnic Background:**

☐ Asian & White ☐ Black African & White ☐ Black Caribbean & White

 Other Mixed background (please specify if you wish)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**White:**

☐ British ☐ English ☐ Irish ☐ Scottish

☐ Welsh☐ Eastern European ☐ Australian ☐ Gypsy / Traveller

☐ Other White background (please specify if you wish) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following questions are a little more personal and you can choose to stop here if you wish, however it would be really helpful if you would consent to complete them... **PLEASE NOTE**: we have no way of identifying you individually, so answers remain anonymous

**Which of these options best describes your situation?**

☐ Full time work ☐ Part time work

☐ Self Employed ☐ Government Scheme

☐ Full time education ☐ Unemployed but available for work

☐ Fully retired ☐ Unable to work due to illness/disability

☐ Looking after the home/family ☐ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have a religion or belief?** ☐ Yes ☐ No  
If yes, please select...

☐ Buddhist ☐ Christian ☐ Hindu

☐ Jewish ☐ Muslim ☐ Sikh

☐ Other (please specify if you wish) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How would you describe your sexual orientation?**

☐ Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual

☐ Other (Please specify if you wish) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you currently live in the gender you were given at birth?**

☐ Yes ☐ No



**PLEASE NOTE**

The information you provide on this form will be treated as strictly confidential by One Westminster and will only be considered if the other information you provide indicates that you are a suitable candidate for the post.

**Unspent Criminal Convictions**

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and should be disclosed to employers if asked for.

One Westminster shall not discriminate against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'. Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

|  |
| --- |
| Are you currently bound over or do you have any current ‘unspent’ convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?  ☐ Yes ☐ No |

**Spent Criminal Convictions**

There are a number of posts within One Westminster that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, we are entitled to ask you for details of any spent convictions.

Applicants for such exempt posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are ‘spent’ under the provisions of the Act. If you are successful with this application, a failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies. We reserve the right to undertake a standard check with the Disclosure and Barring Service prior to confirming the appointment of an applicant in order to confirm the existence or not of spent convictions. Our policy on the suitability of ex-offenders is available on request from the Human Resources department.

|  |
| --- |
| Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?  ☐ Yes ☐ No |
| If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.  Please note: you do not need to tell us about parking offences. |

**Regulated Activity**

We require all individuals applying for positions which involve ‘regulated activity’ to have a Standard DBS check. Rehabilitation of the Offenders Act 1974 (Exception Order 1975) Schedule 1, Part 2, Section 13 “Any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his normal duties” .