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| **Swindon Ten to Eighteen Projects**  **Application Form for Workers** | |
| **Please write or type clearly in BLOCK CAPITAL LETTERS and BLACK INK.** | |
| **S.T.E.P is striving to be an equal opportunities employer. S.T.E.P. aims to recruit all employees and volunteers solely on their individual merits. The Management Committee will do their utmost to ensure avoidance of inequality in selection, recruitment and training of those working for or on behalf of S.T.E.P.** | |
|  | |
| **Last Name** | **Title** |
| **First Name(s)** | |
| **Please list all names used previously** | |
| **Date of Birth** | **Age** |
| **Address** | |
| **Postcode** | **Email** |
| **Telephone No** | **Mobile No.** |
| **Where did you see the volunteer position advertised?** | |
| **If offered the volunteer position, how soon could you start?** | |
| **Please give details of two persons or companies to whom references may be made, one should be your current employer or, if you are unemployed, your last employer, if applicable** | |
| **Name** | |
| **Post/Role** | |
| **Relationship to Applicant** | |
| **Organisation** | |
| **Address** | |
| **Telephone No** | |
|  | |
| **Name** | |
| **Post/Role** | |
| **Relationship to Applicant** | |
| **Organisation** | |
| **Address** | |
| **Telephone No** | |

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| **Have you any criminal convictions spent, unspent or pending?** | |
| Yes/No | |
| **Do you need a work permit to work in the UK?** | |
| Yes/No | |
| I certify that, to the best of my belief, the information I have provided is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of securing a voluntary position, in a disciplinary investigation and is likely to result in dismissal. | |
| **Signed** | **Date** |
| I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. | |
| **Signed** | **Date** |

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| **Statement in support of your application**  Please use this section to show how your skills, knowledge and experience make you a suitable candidate for this job. Please use the Person Specification for guidance. Please do not attach any additional documents to this application, CV will not be accepted as part of this application. |

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| **RECRUITMENT MONITORING INFORMATION** | | |
| **Post Title** | | |
| **Last Name(s)** | | |
| **First Name(s)** | | |
| **Date of Birth** | | |
| Swindon Ten to Eighteen Projects is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the role. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruiting volunteers. The information you provide will be used for monitoring and statistical data purposes only and this section will be detached from your application form prior to short listing. | | |
| **The categories below are in line with the 2001 census.** | | |
| **I would describe my ethnic origin as:** | | |
| **1. White**  Irish  British |  | **Any other white background,** please specify |
| **2. Black or Black British**  African  Caribbean |  | **Any other Black background,** please specify |
| **3. Mixed**  White and Asian  White and Black African  White and Black Caribbean |  | **Any other Mixed background**, please specify |
| **4. Asian or Asian British**  Bangladeshi  Pakistani |  | **Any other Asian background**, please specify |
| **5. Chinese**  Chinese |  |  |
| **6. Other ethnic group** |  | **Other ethnic group**, please specify |
| **Female** | |  |
| **Male** | |  |
| **Married** | |  |
| **Not Married** | |  |
| ***The information contained on this form will be held on file*** | | |

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| **Before ticking the appropriate box below please first read the definition of disability.**  The definition of disability, as outlined in the Disability Discrimination Act 1995, is as follows:  **“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.**  To be protected under the Act,  • an individual must have an impairment which can be physical or mental  • it has to be substantial, that is something more than minor or trivial  • it needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least 12 months or is likely to last for the rest of the life of the person affected  **and**  • It must affect their day to day activities on a regular basis.  The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-  • mobility  • manual dexterity  • physical co-ordination  • continence  • ability to lift, carry or otherwise move everyday objects  • speech, hearing or eyesight  • memory or ability to concentrate, learn or understand  **or**  • perception of the risk of physical danger | | | |
| **I do** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above) |  | **I do not** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above) |  |
|  | | | |
| I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. | | | |
| **Signed** | | | |
| **Date** | | | |

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| **PRO FORMA DISCLOSURE** |
| **For the post of** |
| **Last Name** |
| **First Name(s)** |
| **Any name(s) used previously** |
| **Date of Birth** |
| **Address** |
| *I declare that:*  *I have no previous criminal convictions, “spent” or otherwise; and also no pending court cases. I have never had any complaints of child abuse made against me. I know of no reason why I should not work with children* |
| **Signed** |
| **Date** |

Please return your completed application by email to: hjfstep@outlook.com

By post to: STEP Swindon

The Lyndhurst Centre

Lyndhurst crescent

Swindon

SN3 3RD