|  |
| --- |
| For HR Purposes only – Keep separate from application form Applicant number: |

Application for the post of:

**Closing date for completed applications:**

Please fill in this form in black ink

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Family Name/surname:

Forename(s)/given name(s):

Address:

Postcode

Telephone – Home: Mobile:

Email address:

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

**Please tell us how you found out about this vacancy:**

**If you found it on the internet, please specify which website:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| For HR Purposes only Applicant number:Post applied for:  |

**Please write your CV in this section:**

**Supporting statement:**

Please give your reason for applying for this post at Toynbee Hall. It is important in doing so to **read the person specification and demonstrate how you meet each requirement** by giving details of your skills and relevant knowledge, experience and achievements. This should be no more than two sides of A4.

|  |
| --- |
| For HR Purposes only – Keep separate from application form |

**Other details:**

Do you hold a current driving licence? Yes/No (delete as applicable)

If a non-EU national, do you hold a current UK work permit? Yes/No (delete as applicable)

(We are unable to consider your application if you do not have the right

to work in the UK under the Asylum and Immigration Act 1996)

Have you been convicted of any criminal offence (including **both** Yes/No (delete as applicable)

**spent and unspent** convictions) or received a caution, reprimand

or warning, under the Rehabilitation of Offenders Act 1974?

If yes, please attached details on a separate sheet.

**The successful candidate may have access to vulnerable people, therefore Toynbee Hall may carry out Enhanced Disclosure Barring Service checks. Previous convictions do not necessarily constitute a bar on selection, but failure to disclose such convictions will do so, and would result in immediate termination of your services.**

Are you related to any member of Toynbee Hall staff or its Yes/No (delete as applicable)

Governing Body? If so, please specify:

**Any candidate who directly or indirectly canvasses a member of Toynbee Hall staff or its Governing Body will be disqualified. Toynbee Hall does not bind itself to appoint any applicant.**

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment?

 Yes / ~~No~~

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

## Employment References

## Please give the names and contact details of two independent referees. Where possible, one should be your current or most recent employer and the other a previous employer. Where you are unable to supply the names of a current or recent employer you must provide the details of two appropriate alternative referees. References will be taken up once a job offer has been verbally accepted.

Name:

Position:

Organisation:

Address:

Email address:

Telephone number:

Name:

Position:

Organisation:

Address:

Email address

Telephone number:

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

|  |
| --- |
| For HR Purposes only – Keep separate from application form |

In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form, including any defined as ‘sensitive personal data’, to be processed in accordance with the policy of Toynbee Hall for the purposes of recruitment and employment. I understand that if I am appointed, this application form will form part of my personal file and that if I am not appointed it will be stored for up to a year and then destroyed.

I confirm the information I have supplied above is, to the best of my knowledge, true and accurate. I understand that deliberate misrepresentation or omission of factual information may lead to dismissal/legal action.

If appointed, I am prepared to accept the conditions set out in the job description and contract.

Signed Dated

Please return the completed form not later than the closing date shown at the top of page 1 to:

HR Department, Toynbee Hall, 28 Commercial Street, London E1 6LS. We accept emailed applications to: recruitment@toynbeehall.org.uk

**If you have not been contacted within three weeks of the closing date, please assume that your application has been unsuccessful. Unfortunately we are unable to provide feedback on applications to individuals who have not been selected for interview, due to the high volume of applications we receive for each role.**

|  |
| --- |
| For HR Purposes only – Keep separate from application form |


# Equal Opportunities Monitoring Form

**Post Applied for:**

**Date:**

Toynbee Hall is committed to equal opportunities in its employment policies, practices and procedures. To help us monitor the effectiveness of our equal opportunities policy, please could you fill in the following form. This will be kept separate from you application form and treated in strictest confidence and will be held in accordance with the Data Protection Act 1998. In signing this form you agree to the Company holding and processing the data below for its legitimate business reasons outlined above. This form will not have any impact on the final recruitment decision.

Please answer the following questions by ticking as appropriate:

**1 What is your gender?** Male Female

**2 Are you registered disabled?** Yes No

**3 How would you describe your ethnic origin?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian:** | **Black:** | **White:** | **Dual heritage:** |
| Bangladeshi | African | English | White and Caribbean |
| Chinese | Caribbean | Scottish | White and African |
| Indian | Other: | Welsh | White and Asian |
| Pakistani | Irish | Other: |
| Other: | Other: |
|
|

**4 What is your age range?**

|  |  |
| --- | --- |
| **18 – 24** |  |
| **25 – 34** |  |
| **35 – 49** |  |
| **50 – 59** |  |
| **60+** |  |

**5. Where did you find out about this vacancy?**

## Thank you for completing this questionnaire

Toynbee Hall