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*A Yorkshire charity, changing lives one story at a time*

Please return the completed form, clearly marked **Private and Confidential** to:

Post application to email: [julie.vickers@grimmandco.co.uk](mailto:julie.vickers@grimmandco.co.uk) (please note this email will not be able to respond to queries. If you have any queries please direct to [Deborah.bullivant@grimmandco.co.uk](mailto:Deborah.bullivant@grimmandco.co.uk) – noting the Christmas closure period will affect response times.

or by post to: Grimm & Co., 2 Doncaster Gate, Rotherham, S65 1DJ

### Closing Date: 12.00pm, 22nd January 2019.

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for: |  | | |
| Name: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Telephone:  Day: Evening: | | | |
| Email: | | | |
| How did you hear about this vacancy: | |  | |
| Please give the names and addresses of two people who we can approach for a reference, one of whom should be your current or most recent employer if you have been employed within the last two years: | | | |
| Name:  Address:  Telephone:  In what capacity do you know this person?  Can we approach before the interview YES/NO | | | Name:  Address:  Telephone:  In what capacity do you know this person?  Can we approach before the interview YES/NO |
| Are you related to any current worker, volunteer or trustee of Grimm & Co.? YES/NO  Do you hold a full driving licence and have access to a car? YES/NO | | | |

|  |  |  |
| --- | --- | --- |
| EDUCATION AND TRAINING Please give details of Secondary Schools and Colleges attended both full and part-time an any other relevant training courses (continue on a separate sheet if necessary): | | |
| From/To | Place of study | Details of examination taken, results and qualifications |
|  |  |  |

Employment History:

Please list all of your previous employment – paid or unpaid, beginning with your most recent employment. CV’s will not be considered instead of this application form but you are welcome to send in.

Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Name of organisation: |  |
| Job title: |  |
| Key responsibilities: |  |
| Dates of employment | From: To: |
| Salary/benefits: |  |
| Reason for leaving: |  |

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| --- | --- |
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| Key responsibilities: |  |
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| --- | --- |
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| Job title: |  |
| Key responsibilities: |  |
| Dates of employment | From: To: |
| Salary/benefits: |  |
| Reason for leaving: |  |

**FURTHER INFORMATION:**

Please tell us why you would be suitable for this position, how you meet the criteria in the person specification, your experience and knowledge and any further information that would support your application. We encourage you to use examples to demonstrate this and to talk about previous successes and challenges, your ambitions and why you are interested in this role. *Use additional sheets if required.*

|  |
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|  |

# Rehabilitation of Offenders Act 1974

**CRIMINAL OFFENCES:**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence? If yes, please give details. | | Yes/No (delete as applicable) |
| **Date of conviction** | **Offence** | |
|  |  | |
|  |  | |

**NOTE:** You must declare all convictions/prosecutions whether ‘spent’ under the Rehabilitation of Offenders Act 1974 or otherwise. In the event that your application is successful you will be subject to police checks to ascertain whether you have a crimininal record. Disclosure of a conviction will not necessarily prevent you from being considered for appointment to a position.

**DECLARATION:**

|  |
| --- |
| Are you eligible to work in the UK? Yes/No (please delete as applicable) |
| If you are working on a visa or work permit please give further details: |

## Declaration

I confirm that the information I have given on my application form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made, disqualifying me from further participation in the application process (including in the event of appointment being made). I also understand that the declaration will include details of any criminal convictions, cautions, reprimands, and final warnings and any other information that may have a bearing on my suitability for the post.

I understand that an Enhanced Disclosure will be sought from the Criminal Records Bureau in the event of a successful application.

**Signed**

**Dated**

**Canvassing by a candidate will disqualify their application.**

Any information you give will be kept confidential. The Data Protection Act requires that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary and is kept securely.

If you send this form electronically and are invited to interview you will be asked to sign above when you attend the interview.

### Equal Opportunities Monitoring Form

This form will be detached from your application form upon receipt and will be used for monitoring purposes only.

As part of Grimm & Co.’s commitment to make equal opportunities a reality we are monitoring the response to our job vacancies.

Strictest confidentiality and anonymity will be maintained at all times. Your replies will not be used for any purpose other than monitoring. They are not part of the selection process.

**Position applied for:**

**Date of birth:**

**Male/Female:**

**Sexuality:** Lesbian 🞏

Bisexual 🞏

Heterosexual 🞏

**Disability:**

Do you consider yourself to have a disability as defined by the Equality Act 2010?

Yes 🞏 No 🞏

Are you registered disabled? Yes 🞏 No 🞏

If you answered yes to either of the above please give details:

**Ethnic Origin:**

The following categories are recommended by the Commission for Equality and Human Rights. They do not refer to place of birth, citizenship or nationality, but to the ethnic group to which you belong. Please tick the appropriate box.

|  |  |  |
| --- | --- | --- |
| Asian or Asian British: | Bangladeshi |  |
| Pakistani |  |
| Indian |  |
| Other Asian background (please specify) |  |
| Black or Black British | African |  |
| Caribbean |  |
| Other black background (please specify) |  |
| Chinese or Other Ethnic Group: | Chinese |  |
| Other ethnic group (please specify) |  |
| Mixed: | White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| Other mixed background (please specify) |  |
| White: | British |  |
| Irish |  |
| Other white background (please specify) |  |

Thank you for taking the time to complete this form.