

**Thank you for your interest in joining the Elfrida Society**

Before you begin please read through the Elfrida information recruitment pack.

Please complete all sections of the application form.

In your application form we ask that you provide examples to demonstrate how you meet the role and responsibilities. Reading through the job description and the competencies in the specification in the recruitment pack; and about the organisation and what people who use our service say, will help you to think about the best examples to give

When you have completed the application form please check through that you are happy with your content. Then click the submit button when you have finished.

You will receive confirmation by email that your application has been received.

If for any reason you do need to speak to somebody about this application or about using this application form on our website please send your email to elfrida@elfrida.com.

Alternatively you can call 020 7359 7443 and ask to speak to a Recruitment Manager.

The deadline for submitting your application is: 23 January 2020

You will find further dates of interviews for selected candidates in the recruitment pack.



**PERSONAL DETAILS**

*Please note this page will be detached before your application is reviewed.*

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Post Code** |  |
| Telephone |  |
| **Email** |  |

**Eligibility**

Are you entitled to work in the UK? Yes ☐ No ☐

**Accessibility**

For access purposes, applicants may submit an audio or video file of no more than three minutes in length in lieu of a supporting statement.

Elfrida are committed to offering interviews to all candidates who identify as disabled and demonstrate they meet the essential requirements of the job.

☐ Tick here if this applies to you.

Please use the space below to let us know of any access needs or reasonable adjustment you would require to attend an interview:

**Disclosure and Barring Service**

This post will be subject to an Enhanced DBS check

**CURRENT EMPLOYMENT:**

|  |  |
| --- | --- |
| Job title |   |
| Name and Address of Employer |  |
| Startandend Dates |  |
| Salary (F/T or P/T) |   |
| Description of duties |  |
| Reasons for leaving |  |



**PREVIOUS EMPLOYMENT:**

|  |  |
| --- | --- |
| Employed from and to |  |
|  |  |
|  |  |
|  |  |

**EDUCATION, TRAINING AND QUALIFICATIONS:**

Give details of any and all courses attended, plus details of qualifications obtained:

|  |  |  |
| --- | --- | --- |
| **Qualifications****(relevant to the post)** | **Level and awarding body** | **Year qualified** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SUPPORTING STATEMENT:**

Please detail, your suitability for the position, in relation to the Person Specification and Roles and Responsibilities (1500 words or an audio / video file of no more than 9 minutes in length)

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**REFERENCES:**

Please give contacts from two separate professional organisations from whom references may be sought with regard to your application.

References will **not** be contacted without your express consent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name  |  |
| Position |  | Position |  |
| Organisation  |  | Organisation  |  |
| Phone |  | Phone |  |
| Address |  | Address |  |
| In what capacity are you known to this referee? |  | In what capacity are you known to this referee? |  |



**Criminal Convictions Declaration Form**

The Elfrida Society employs staff to work in a variety of settings with children and with people with learning difficulties.

Therefore it is essential that we know about any criminal convictions that you may have. These posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. You are not, therefore entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act.

If you do have a criminal conviction it may not necessarily mean that we would not offer you a job. That would depend on the sort of record you have – what offences you were convicted of and how long ago it was.

What is essential is that we talk it through with you at or after the interview to find out how any criminal record you might have could affect this post.

If you are not shortlisted this form will be destroyed. All information on applicants is held confidentially by the agency.

Please tick one of the following and return this form with the application.

I do not have any criminal convictions 🗆

I do have a criminal record and I realised that this will be discussed with me at the interview if shortlisted 🗆

I understand that failure to disclose any previous or future convictions would result in dismissal or disciplinary action.

Name (please print)

Signed

Date



**The Elfrida Society Equal Opportunities Statement**

Groups and individuals are sometimes treated differently or unfairly in society because of the way they look, talk, what they believe in and how they live. We think this is wrong.

We will not stop anyone from using services or working here because of the way they look, talk, what they believe in, or how they live, as long as it does not hurt or offend anyone.

We will not put up with any racial, or sexual, or other harassment by service users or by staff.

At the Elfrida Society we need to make sure that everyone is treated fairly, in everything we do.

This includes:

 - The way we advertise jobs and publicise services;

 - Who joins groups and works here;

 - The materials we use, (books, posters, videos etc.);

 - The places we go;

 - The talks we have and the talks we give;

 - The way we treat each other;

 - The sort of training we have

We value the differences between people and would not want anyone to feel left out.



**Equality and Diversity Monitoring Form**

Elfrida Societywants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only relevant staff in the organisation’s Human Resources section.

Thank you in advance for your time with this.

**Gender** Man 🗆 Woman 🗆 Non-binary 🗆 Prefer not to say 🗆

If you prefer to use an alternative, please specify here;

**Are you married or in a civil partnership?** Yes 🗆

No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆

White and Asian 🗆 Prefer not to say 🗆

Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆

Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

**\***The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

If you prefer to use your own term, please specify here

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 staggered hours 🗆 Term-time hours 🗆

Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆

Homeworking 🗆 Prefer not to say 🗆

If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆

Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆

Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆

Thank you for completing this form. Please read the information on the first page again as a reminder of what to do with this completed form.

Thank you