

Job application form



Birmingham Children's Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on the form and attach your C.V. with your full work history and education included. If any section does not apply to you, enter not applicable (n/a). Please send your C.V.

1. Vacancy Details This section must be completed

Job title: Volunteer Mentor Job reference number:
Directorate: Service: Corporate Parenting

2. Personal Details

First name(s): Last name: Title: Mr. Mrs. Ms.
Former name(s): Date of Birth:
Address: Postcode:
Daytime tel no: Evening tel no:
Mobile tel no: Email:

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: Yes No

National Insurance Number, if you have one Do you have the Right to Work in the UK? Yes No

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): Yes No

If YES, type of licence _____

3. General Information

a) Are you related to a Councillor or employee of Birmingham Children's Trust? Yes No

If yes, please provide details:

Name: _____
Position: _____
Relationship: _____
Directorate: _____

b) Do you wish to job share the job you are applying for? Yes No

4. Arrangements for interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes No

If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).



5. Present or Most Recent Employment (if any)

Job title: _____ Employer: _____

Date Started: _____ Date left (if applicable): _____

Address: _____

Postcode: _____

Reason(s) for leaving (if applicable): _____

6. Ill Health Retirement/Dismissal

Have you ever taken ill health retirement from Birmingham Children's Trust or been dismissed for some other reason? Yes No

If yes, please give the date and department/directorate: _____

7. References Please give details of two referees one of which must be your current or most recent line manager/ supervisor, or other person designated within the organisation to provide references.

Please select the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Name: _____

Address: _____

Postcode: _____

Tel no: _____ Email: _____

Job title: _____ Relationship to you: _____

If this referee knows you by another name please give that name: _____

Name: _____

Address: _____

Postcode: _____

Tel no: _____ Email: _____

Job title: _____ Relationship to you: _____

If this referee knows you by another name please give that name: _____



Please note some jobs may require a DBS check, further information regarding this will be contained in the application pack, if applicable.

8. DBS and Criminal Check

In order for your application to be processed, you will be required to complete a DBS form to check your eligibility to work with young people.

Do you have any unspent or spent convictions? Yes No

9. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. Please also answer the following questions in relation to the mentoring role. **Please continue opposite.** You may also continue on a separate sheet(s) if you wish.

What is the reason you would like to volunteer (within BCT children/young people) - do you feel you have the skills to communicate and influence a young person?

What experience do you have regarding supporting young people i.e. Life skills, education and employment?

What are your interests/hobbies e.g. gardening, decoration, arts

If a young person discloses something that you are not trained to deal, what would be your response?

Part of being a mentor is advising, supporting and guiding young people on personal and professional issues. Care leavers may require support in different areas in their life. Please mark subjects you have experience dealing in your life and share knowledge as part of your role as a Mentor.

University/College (Application forms)

Own a home (mortgages, savings)

Employability (CV, Job search)

Managing bills (budgeting, shopping)

Setting up a business (entrepreneurship)

Bereavements (emotional support)

Goal Setting

Creative industries

Decorating/home improvements

Other



10. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Birmingham Children's Trust in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Survey and research organisations (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.

I, (print name):

Consent to Birmingham Children's Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature:

Date:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

Application forms not fully completed may be refused.



Recruitment Monitoring

Please put a cross to the right of appropriate answer

Name:

Job title:

Job ref no:

Gender

I am: Female Male

Date of Birth: Age:

Ethnic Origin

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

A: White

British Gypsy or Irish Traveller
Irish Albanian Other

Any other White background please write in below:

B: Mixed

White/Black - Caribbean
White/Black - African
White/Asian
Black/Asian
Other

Any other Mixed background please write in below:

C: Asian or Asian British

Indian Pakistani Bangladeshi
Kashmiri Chinese Other

Any other Asian background please write in below:

D: Black or Black British

Caribbean African Other

Any other Black background please write in below:

E: Other ethnic group

Vietnamese Arab Kurdish Other

Disability

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes No

If all of the above does not apply to you, however, you consider yourself to have a disability, place cross here.

Please provide further information with regard to your disability:

Learning disability

Long standing illness

Mental Health condition

Physical impairment

Sensory impairment

Prefer not to say

Other

Employment Status

Are you currently employed by Birmingham Children's Trust Yes No

If yes, please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes No

What is your sexual orientation?

Bisexual Heterosexual

Lesbian or Gay

Prefer not to say Other

Religion

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist Hindu

Jewish Muslim

Sikh No religion



Any other please write in below:

Prefer not to say

F: Sikh

Other – please specify:

Sikh

G: Jewish

Jewish

H: Prefer not to say

Prefer not to say

Job Advertisement

How did you first find out about this job? Please specify the source or publication.

Birmingham Children's Trust Intranet

Birmingham Children's Trust site

Jobsgopublic Website

WMJobs Website

Website, other (please specify),

Professional Journal (please specify)

Other Newspaper (please specify)

Radio (please specify)

Word of Mouth

Careers/open day (please specify)

Jobcentre Plus

Search Consultant

Other (please specify)