**Application Form** 

**Strictly Private and Confidential**

Please send your completed application by email to recruitment@bda.org.uk

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| --- | --- | --- |
| **Position applied for** | **Location** | **Reference No (if applicable)** |
|  |  |  |

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| **Personal Details** |
| **Title** |  | **Address** |
| **Name** |  |  |
| **Surname** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Other** |  | **Post Code** |  |

**Please list your formal education, vocational / professional qualifications and training do you have completed.**

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| **Education / Training** |
| **Schools, colleges, universities, training and dates attended** | **Qualifications obtained (where appropriate) and Grade** |
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**Present, most recent and/or past employment / voluntary work:**

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| **Employment History** |
| **Name, address & type of employer** | **Position held** | **From** | **To** | **Salary** | **Notice Period** |
|  |  |  |  |  |  |
| **Brief description of duties of current or most recent post.** |
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| **Why do you wish to leave / why did you leave your present or most recent post?** |
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Please start with the most recent experience, include any breaks in employment e.g. to raise family, travel abroad, unemployment. (Continue on a separate sheet if necessary.)

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| **Previous work experience / voluntary work** |
| **Name, address & type of employer** | **Position held & description of duties** | **From** | **To** | **Salary** |
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| **Person Specification** |

**Please give your reasons for applying for the post include any achievements, expertise, hobbies or voluntary work you feel will help us to assess your application.**

Shortlisting will be done on the basis of how well each applicant matches the criteria in the Job Description / Person Specification. (Continue on a necessary sheet if necessary.)

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| **References** |

Please give name and address of two references, one of whom must be your present / most recent employer (paid or voluntary work.) References will not be contacted unless you are offered the post.

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|  | **Current or last employer:** | **Second Referee:** |
| **Name of Person** |  |  |
| **Company** |  |  |
| **Job Title** |  |  |
| **Line-Manager (tick)** | **Yes** | **No** | **Yes** | **No** |
| **Address**  |  |  |
| **Post Code** |  |  |
| **Email Address** |  |  |
| **Telephone** |  |  |
| **Mobile** |  |  |

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| **Additional Information** |

**Answer YES, NO or N/A (Not applicable) to the following questions. If YES, please provide more information.**

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| **Do you consider yourself to have a disability that requires any reasonable adjustments for the recruitment / interview process?** |  |
| **Do you require an Access to Work Support Grant?** |  |
| **Rehabilitation of Offenders Act 1974: Have you ever been convicted of a criminal offence? (Spent convictions as defined by the Rehabilitation of Offenders Act being specifically excluded.)** |  |
| **Do you need a Work Permit to work in the UK** |  |
| **Are there any restrictions on you taking up employment in the UK?** |  |
| **Do you have the right to work in the UK?** |  |
| **Please confirm you have read and agree with the right to work guidance?** |  |
| **Please state which ID document(s) you will provide** |  |

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| **Where did you see this advertisement?** |  |

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| Declaration |

I declare that to the best of my knowledge and belief the information given on this form is correct:

I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.

I agree that the information I have supplied can be stored on computer or held manually in accordance with current Data Protection legislation.

I consent to the British Deaf Association (and their professional advisers) using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the British Deaf Association will retain the form for 6 months after which time it will be destroyed.  I agree that the British Deaf Association may contact me in the event of there being any other vacancies for which I may be suitable. I understand that the British Deaf Association continues to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation.

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| **Signed:** | **Date:** |
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##### Equal Opportunities Statement

**Statement of Intent**

The British Deaf Association expects the talents of all employees to be used fully. No employees should be treated differently because of their sex or gender reassignment, sexual orientation, abilities, language, marital status, religion, social class, race, ethnic origin, employment status, age, health status or pregnancy/maternity.

**Statement of Responsibility**

It is the responsibility of **all** employees to accept their personal involvement in the practical application of their policy. Specific responsibility falls upon managers, supervisors and staff professionally involved in recruitment, employee administration and training.

Terms of Reference

1. The British Deaf Association takes seriously and will deal effectively with any complaints of unfair treatment within the scope of the Association’s Policy.

2. The British Deaf Association will encourage all staff to understand and co-operate with the policy and will provide training and information to ensure this happens.

3. The British Deaf Association will consult where appropriate with representatives of each group as outlined in the statement of Intent.

4. The British Deaf Association will seek to provide all employees with appropriate training to enable them to fully develop their skills as employees.

Recruitment of Ex-Offenders – Information for Applicants on Disclosure and Barring Service Checks

The British Deaf Association uses Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust and as recipients of this Disclosure information we must comply fully with the DBS Code of Practice. Amongst other things, this requires us to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all recruitment materials will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we ask all applicants to provide details of their criminal record at the time of completing their application form. We request that this information is sent under separate cover and marked STRICTLY PRIVATE and CONFIDENTIAL and for the attention of Head Office only. We guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the British Deaf Association to ask questions about an applicant’s entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or vulnerable adults, we only ask about “unspent” convictions as defined by the Act. A conviction becomes “spent” after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6 months and 2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become spent.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

In the event that a criminal record is disclosed we undertake to discuss any matter revealed in a Disclosure with the person seeking the position before making a decision on whether to withdraw a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

For further information about Disclosures please consult the DBS website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

**Agreement to Complete a Disclosure and Barring Service (DBS) Check**

I understand that the position for which I have applied (as stated above) is subject to a DBS Check (Disclosure). I hereby give my consent for the British Deaf Association to carry out a DBS check, should I be made a conditional offer for this position.

As it is a requirement of the job to have a satisfactory DBS check at **Enhanced level** failure to give consent would result in the withdrawal of any conditional offer. An enhanced check details Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition, it includes a check of the new barred lists and any locally held police force non conviction information considered relevant to the job role, by the relevant Chief Police Officer(s).

We require all applicants to provide details of any criminal record under separate cover with their application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process and undertake to discuss any matter revealed with the person seeking the position before withdrawing a conditional offer of employment.

**Posts involving working with children and/or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. For these roles you must declare details of any cautions, criminal convictions, reprimands and final warnings given by the police and any proceedings being instituted against you.**

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences. Please see attached Recruitment of Ex-Offenders information for applicants on DBS (Disclosure).

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| **Signed:** | **Date:** |
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**Verification of Permission to Work in the UK**

**To be completed by all applicants:**

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| **List 1 – Do you have any of the following documents?** | **Yes** | **No** |

1. A passport (current or expired) showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen, or a citizen of the UK and Colonies having the right of abode in the United Kingdom.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A **current** document issued by the Home Office to a family member of an EEA or Swiss national, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A **current** biometric immigration document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, **together with** an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **together with** an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer
10. A certificate of registration or naturalisation as a British citizen **together with** an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer.

**If NO we will need to see documents from List 2 below**

**If YES, please just sign the declaration on the next page**

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| **List 2 – Do you have any of the following documents?** | **Yes** | **No** |

**B.**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** document issued by the Home Office to a family member of an EEA or Swiss national, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizen’s Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B: Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under the Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### Declaration by Applicant

**I confirm that I am legally resident in the UK and have permission to work:**

**My National Insurance Number is: ................................................................**

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| **Signed:** | **Date:** |
|  |  |
| **Print Name:** |  |

### Declaration by Recruiting Manager

**I have seen the documents as required in the above schedules:**

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| --- | --- |
| **Document(s) used to verify:** |  |

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| --- | --- |
| **Signed:** | **Date:** |
|  |  |
| **Print Name:** |  |

If right to work in the UK ID documents have been provided, please ensure you copy, sign, date and file the documents you have used to verify. If documents from List 2 have been used these must be checked on a regular basis according to their individual details.

(Copies of passports must include the front cover, personal details page and any immigration stamps / work permits. Passports and other identity documents must be valid – please refer to the ‘Right to Work Guidance’ document for further details)

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| Job Application Helpful Notes |

**Please read these notes before you fill in your application form.**

Read **all** the papers and forms **before** you start to fill in any of the forms enclosed.

**Equal Opportunities.**

The British Deaf Association (BDA) wants to make sure that anyone applying for work with BDA is treated fairly and equally. Our Equal Opportunities policy and our Recruitment and Selection procedures are checked regularly to make sure we do not discriminate against any person or group.

**Your Application Pack.**

Check whether you have got all the papers and forms you need to apply for the post.

This will be -

* An Application Form, including personal details
* A Job Description, with Person Specification
* A Supplementary Sheet
* An Equal Opportunities Statement and Monitoring Form
* A Recruitment of Ex-Offenders Information Sheet
* Permission to Complete a DBS Check Form
* Verification of Permission to Work in the UK Form

If you do not have any of the papers listed above, please contact the BDA immediately, stating which post you are applying for.

**Read the Personal Specification before you start to fill In the Application Form.**

The Personal Specification tells you what kind of experience; skills and knowledge are needed to do the job.

When you fill in the Application Form **make sure** your answers cover the important points in the Person Specification.

This can be quite difficult to do depending on the job you are applying for, so the more time you spend on preparing your application, the better it will be for you and us.

**There are Five Forms To fill in.**

You **must** fill in all the questions on the Application and Supplementary Forms. The Equal Opportunities Form is important to us because it enables us to monitor our procedures. However, if you do not want to fill in this form, your application will not be affected in any way. You also need to complete the Permission to Complete a DBS Check Form and the Verification of Permission to work in the UK Form. Without all these forms we cannot complete your application.

**When you have completed the Application Form.**

Once completed, the application form and any continuation sheets (which should be marked with your name, job reference number (if applicable), and the position you are applying for) should be sent to recruitment@bda.org.uk

It is important your application clearly demonstrates how your experience and skills meet the criteria in the Personal Specification. Please take time to carefully fill in this section.