

# Application Form - Private and Confidential

## Please Note That CVs Will Not Be Considered

**Action in rural Sussex is an equal opportunities employer and welcomes applications from all sections of the community.**

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Page 1 will be detached from the rest of the application and will be held by the HR Department.*

<b>Job Details</b>			
Post applied for:		Job Reference:	
If the post is full-time, would you be prepared to consider working on a job-share basis?			Yes No
If job-share, please state preferred days/hours per week:			
<b>Personal Details</b>			
Family Name:		Forename(s):	
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):			
Address:			
Post Code:			
Telephone numbers		Mobile:	
Home:		Work: (OK to contact?)	
Personal email:			
<b>Asylum and Immigration Act 1996.</b> <b>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy AirS that the Asylum and Immigration Act 1996 is being complied with.</b>			
Do you require a work permit to work in the UK?			Yes No
<b>References</b>			
<i>(please refer to the Guidance Notes for Job Applicants)</i>			
Name:		Name:	
Job Title:		Job Title:	
Name of Organisation:		Name of Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
How long have you know this person and in what capacity?		How long have you know this person and in what capacity?	
Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)		Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)	

**Name of Applicant:**  
(please print your name clearly)

**Present or Most Recent Employment**

Name & Address of employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities and achievements:

**Previous Employment**

*Please list all previous employment in chronological order (most recent first)*

Dates From to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving
------------------	-------------------------------	---	--------------------

<b>Education &amp; Qualifications</b>			
<i>Please give details of all educational qualifications obtained and those currently being pursued</i>			
Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

<b>TRAINING</b>		
<i>This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments</i>		
Course Title	Organisation	Dates

<b>Membership of Professional Institutes</b>		
Institute	Level of Membership	Year of Award

<b>Other Experience</b>	
<i>Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.</i>	
Experience	From/To

**Information in Support of Your Application**

*(please refer to the Guidance Notes for Job Applicants)*

If further space is needed, please continue on a separate A4 sheet.

Empty space for providing information in support of the application.

## The Working Time Regulations 1998

(please refer to the Guidance Notes for Job Applicants)

**Employment which you intend to continue if successfully appointed to the post applied for.**

*Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.*

### Part 1 – No other Employment

I confirm that I do not have any other employment.

Signature:

Print Name:

Date:

### Part 2 – Other Employment (including any freelance or self-employed work)

All other employment that I have is detailed below:

Job Title & Organisation	Number of hours per week including overtime	Start Time (please use 24 hour clock)	End Time (please use 24 hour clock)

Signature:

Print Name:

Date:

## Medical History or State of Health

Is there anything concerning your medical history or state of health that is relevant to this application?

How many days of work have you missed in the last 12 months due to illness or injury?

Please give details.

## Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. AirS uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants’ suitability for positions of trust. Unless the nature of the position allows AirS’ interviewing managers to ask questions about your entire criminal record we only ask about “unspent” convictions.

## Additional Information

### Driving Licence:

Do you hold a current driving licence?

Yes  
No

Are you a car owner or do you have access to a car?

Yes  
No

If YES, please state the type of licence you hold:

Do you have any current endorsements?

Yes  
No

If YES, please specify:

## Declaration

I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

### Data Protection:

**Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.**

I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, an Enhanced CRB Disclosure will be applied for.

If I accept employment with Action in rural Sussex, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

*If this form has been completed electronically, please tick box to indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.*

# **Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

## **Equality of Opportunity**

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

## **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

When posts require regular travel throughout Sussex, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet this criterion.

## **Working Time Regulations 1998**

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. AirS may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, AirS will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours.
- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

## **References**

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If in the job advertisement, the position is subject to a successful Enhanced CRB disclosure, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.

*(formally known and registered as the Sussex Rural Community Council)*

## **Policy for Equal Opportunities**

### **Policy Statement**

1. Action in rural Sussex (AirS) is committed to the values of equality and diversity, and its approach is to cover the whole range from a failure of good manners to direct discrimination. We believe that equal opportunities are essential to the values that lie at the heart of the organisation and, as such, should extend to the employment of our staff, work with our volunteers, and our work with our users, partners, and funders.
2. The organisation will ensure every aspect of its governance and operation is free from unfair discrimination and will promote equality of opportunity both internally and in our work externally. The organisation will not discriminate on the grounds of:
  - Age
  - Gender identity
  - Sexuality
  - Disability
  - Race
  - Ethnic or national origin
  - Religion
  - Political views and/or trade union membership
  - Marital status / Civil Partnership
  - HIV / AIDS status and other chronic illnesses
  - Personal family circumstances
  - Socio-economic status
  - Any other circumstances which are deemed discriminatory
3. Equal opportunities should be key to all aspects of the organisation but particularly in how they apply to recruitment, recruitment advertising, training, promotion, benefits, facilities, procedures, terms and conditions of employment, and services to users.
4. AirS fully supports the right of all people to be treated with dignity and respect at work and is committed to promoting a working environment free from all forms of harassment and bullying and agrees that appropriate steps should be taken to achieve this.
5. The organisation will monitor and review the implementation of the policy to measure the effectiveness of AirS equality of opportunity. There will be an Equal Opportunities Monitoring Group with terms of reference. The Human Resources Management Committee will monitor the implementation of this policy in how it relates to staffing issues and in the recruitment and retention of staff or volunteers.
6. AirS will comply with all current and future legislation referring to equality or diversity and promote good practice in all aspects of the organisation.
7. The organisation will publicise this policy as widely as possible, including on the organisation's website and will highlight it in recruitment documentation and all appropriate organisational publicity material and official documentation.

## Equal Opportunities Monitoring Form

Action in rural Sussex believes in equality of opportunity and recognises that diversity creates a strong, flexible and creative workforce. Monitoring our recruitment procedures is an important part of our effort to ensure that we are an equal opportunities employer in practice. This form will be removed before the selection process begins and will not affect your application.

<b>Position applied for:</b>											
<b>Please tick the appropriate boxes</b>											
<b>Gender:</b> (If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender)	Male Female										
<b>Age Group:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">18-25</td> <td style="width: 50%;">46-55</td> </tr> <tr> <td>26-35</td> <td>over 55</td> </tr> <tr> <td>36-45</td> <td></td> </tr> </table>	18-25	46-55	26-35	over 55	36-45					
18-25	46-55										
26-35	over 55										
36-45											
<b>How would you describe your sexuality?</b>	Heterosexual Gay Lesbian Bi-sexual Prefer not to say										
<b>Do you have a disability as defined by the Disability Discrimination Act?</b>	Yes No I don't know										
<b>Do you consider that you have a long-term health problem?</b>	Yes No										
<b>What is your religion?</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Christian</td> <td style="width: 50%;">Hindu</td> </tr> <tr> <td>Buddhist</td> <td>Jewish</td> </tr> <tr> <td>Muslim</td> <td>Other (<i>please specify</i>)</td> </tr> <tr> <td>Sikh</td> <td>_____</td> </tr> <tr> <td>No religion</td> <td></td> </tr> </table>	Christian	Hindu	Buddhist	Jewish	Muslim	Other ( <i>please specify</i> )	Sikh	_____	No religion	
Christian	Hindu										
Buddhist	Jewish										
Muslim	Other ( <i>please specify</i> )										
Sikh	_____										
No religion											
<b>How would you describe your nationality?</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">British</td> <td style="width: 50%;">Welsh</td> </tr> <tr> <td>English</td> <td>Irish</td> </tr> <tr> <td>Scottish</td> <td>Other (<i>please specify</i>)</td> </tr> </table>	British	Welsh	English	Irish	Scottish	Other ( <i>please specify</i> )				
British	Welsh										
English	Irish										
Scottish	Other ( <i>please specify</i> )										

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

*(Classifications taken from the 2001 Census)*

**White or Mixed:**

White  
White and Black Caribbean  
White and Black African  
White and Asian  
White and Chinese  
Other mixed background *(please describe)* \_\_\_\_\_

**Asian:**

Indian  
Pakistani  
Bangladeshi  
Other Asian background *(please describe)*  
\_\_\_\_\_

**Black:**

Caribbean  
African  
Other Black background *(please describe)* \_\_\_\_\_

**Chinese:**

Chinese

Other ethnic group/background *(please describe)*

**Do you have any dependents?**

None  
Children  
Adults

Thank you for completing this form.

## Recruitment Survey

As part of improving our response rates to applicants, we are carrying out a survey. We would be grateful if you would complete the following and return it, **even if you decide not to apply for the post.**

Title of job applied for:							
How did you hear about this position?							
The Argus				Word of mouth			
Friday-Ad <i>(please state which edition eg Lewes or Eastbourne)</i>				Our website			
Other publication <i>(please state which)</i>				Another website <i>(please state which)</i>			
Did you find the advertisement informative?				Yes		No	
Did you receive an application pack within 3 days? <i>(if requested by post)</i>				Yes		No	
Did the application pack contain:		Too much information?		Too little information?		The right amount of information?	
Please state your reasons for not completing and returning the application form (if applicable), eg you did not meet the essential criteria for the job; the salary was too low.							
Would you consider applying for AirS vacancies in the future?				Yes		No	

Thank you for taking the time to complete this questionnaire. Please write any further comments below.

