



Derby West Indian Community Association Employment Application Form

Please complete ALL sections of the form – questions 1 to 13.

1. Job Details <i>Please provide details of the job for which you are applying</i>	
Job Title:	
Closing date:	

2. Personal details			
First Name(s):		Last Name:	
Address:		Daytime number:	
		Mobile:	
Post Code:		Email address:	
National Insurance No:			

3. Present or Most Recent Employer / Employment			
Name:		Period From (state month/year):	
Address:		Period To (state month/year):	
		Telephone No:	
		Basic salary:	
Post Code:		Notice period:	
Nature of business:			
Position held:			
Nature of responsibilities:			
Reason for leaving:			

4. Education, Training & Development

Please tell us about your education, beginning with the most recent. You may include relevant training courses.

Date From	Date To	Name of School, College, University or Training Provider	Course Details, Qualifications Gained (specify grade/level)

5. Membership of Professional Organisations

Date Joined	Institute/Organisation	Grade of Membership (where required)

6. Previous employment (in date order, starting with most recent) - Please state all employment including voluntary work. Please account for any gaps in employment. Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary.

Name of Employer and Type of Business:	From (state month, year)	To	Job Title, Grade & Salary	Brief summary of duties and reason for leaving (if applicable):

[illegible]

7. Essential and desirable criteria – see job description and person specification

The job description and person specification for this role gives details of the expectations of the job and the required attributes of our ideal candidate. Please use this opportunity to state clearly how you meet the criteria set out in the job description and person specification. Give a brief summary of your reasons for applying for this post. Please continue on a separate sheet if necessary.

8. Reference details

Please give the names and addresses of two people who would be willing to provide a reference concerning your application. **One** of the referees **must be** your current/last employer who will be asked specifically about your attendance record.

Name:		Name:	
Address:		Address:	
Post Code:		Post Code:	
Daytime contact no:		Daytime contact no:	
Email address:		Email address:	
Is this person your present or previous employer?		Is this person your present or previous employer?	
If you answered 'no' to the above question, in what capacity does the referee know you?		If you answered 'no' to the above question, in what capacity does the referee know you?	
References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.		References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.	

9. Your availability

Please tell us when you are **not** available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.

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10. Driving or car ownership status

If the job for which you are applying requires you to drive please answer the following questions.

Are you a vehicle owner? ☐ Yes ☐ No

Do you hold a full clean current licence? ☐ Yes ☐ No

If No, please give details of any penalties or endorsements

Please state any other type of licence you hold (e.g. HGV)

11. Criminal Offences

Safer Recruitment & Employment Policy Statement

“Derby West Indian Community Association (DWICA) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.”

Whilst DWICA supports the rehabilitation of ex-offenders it is committed in the recruitment of all employees to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or to other positions of trust. Therefore certain posts, due to the nature of the work being undertaken, are subject to a Disclosure and Barring Service Check (DBS).

All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents. We will process the application and pay the charge to the Disclosure and Barring Service.

Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. DWICA will consider **ALL** applications on their merits, only taking into account convictions considered to be relevant to the job applied for.

Title of the job applied for:

Closing Date:

Please repeat your Personal Details

Title:

Full Name:

Declaration of Criminal Offences

Have you ever been convicted, or received a caution, warning or final reprimand, for an offence that will not be filtered from the Police National Computer (PNC) by the Disclosure & Barring Service (DBS)?

☐ Yes ☐ No

Are you currently the subject of any criminal proceedings or convictions?

☐ Yes ☐ No

For Office Use only:

Post requires ☐ Enhanced ☐ Standard DBS Disclosure Check or ☐ None required

12. Monitoring of Equality & Diversity

DWICA aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Why do I need to complete Equality & Diversity Questions?

DWICA has a legal duty to promote equality. This duty applies to everything we do, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.

What happens to the Equality & Diversity information?

All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting to our Management Committee and funders and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee's personal record on our secure storage system and used for the purpose of statistical reports in relation to equality and performance indicators including recruitment.

Title of the job applied for:	
Closing Date:	

Please repeat your Personal Details

Title:	Full Name:	Marital Status:
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Age

What is your date of birth?	
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Race & Ethnicity

What is your ethnic group? *Please tick the relevant ethnic group. If you are in an 'Any Other Background' category please state what it is.*

A. White	☐ English ☐ Other British ☐ Irish ☐ Any Other White Background* _____
B. Mixed	☐ White & Black-Caribbean ☐ White & Black African ☐ White & Asian ☐ Any Other Mixed Background* _____
C. Asian or Asian-British	☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Any Other Asian Background* _____
D. Black or Black-British	☐ Caribbean ☐ African ☐ Any Other Black Background* _____
E. Other Ethnic Group	☐ Arab ☐ Gypsy/Romany/Irish Traveller ☐ Any Other Ethnic Group* _____
F. Do not wish to declare	☐ Do not wish to declare

Country of Birth

What is your country of birth?

Religion or Belief

What is your religion or Belief? ***If you have “Any Other Religion or Belief” then please state what it is.**

Nationality

What is your nationality? (e.g. English, British, French, Spanish etc)

Sexual Orientation

What is your sexual orientation?

- ☐ Heterosexual or straight ☐ Gay or lesbian ☐ Bisexual
☐ Other _____ ☐ Prefer not to say

Disability

DWICA takes a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the essential selection criteria. The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out normal day to day activities”.

Do you consider yourself to be a disabled person?

- ☐ Yes ☐ No ☐ Prefer not to say

If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview:

Marriage/Civil Partnership

Are you currently married?

☐ Yes ☐ No ☐ Prefer not to say

Or in a civil partnership?

☐ Yes ☐ No ☐ Prefer not to say

Gender

What is your gender?

☐ Male ☐ Female ☐ Other ☐ Prefer not to say

Gender Reassignment

Is your gender identity the same as the gender you were assigned at birth?

☐ Yes ☐ No ☐ Prefer not to say

13. Declaration

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process. Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be used to administer your employment. This form will then be placed into your Personnel file, and retained until after you complete your employment with DWICA – for as long as legislation dictates. By signing this form, you are agreeing to DWICA using the information you provide as outlined above. Please be assured that DWICA will protect your information, and treat as confidential at all times.

I certify that the information contained on this application form is accurate and true. I give my consent to the processing, transfer and disclosure by DWICA of all the information submitted by me during the recruitment process and throughout my subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, training and absence records (Data Protection Act 1988).

(N.B. Deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal.)

If you return this form without a signature, you will be assumed to have accepted the above declaration.

Signature:

Date:

Thank you for your application. This should be returned to Derby West Indian Community Association, returned via email to info@dwica.co.uk or returned by post to:

**Derby West Indian Community Association
Cultural Community Centre
Carrington Street
Derby
DE1 2ND
Tel: 01332 371529**