



FOR OFFICE USE ONLY	
Appl No:	
Post Ref No:	
Closing Date:	
Returned On:	
S/List: Yes/No	Refs Rec'd: Yes/No
Int Date:	Offered: Yes/No
Int Time:	Accepted: Yes/No
Qualification Certificates seen-Yes ...	

APPLICATION FORM

IN CONFIDENCE

Please complete this form and refer to the Guidance notes before sending to The Sweet Project

Safeguarding Children and Vulnerable Adults statement.

The Sweet Project recognizes that the services it provides are used by children and vulnerable adults. It believes that children and vulnerable adults have the right to be secure from abuse, and we are committed to protecting all the children and vulnerable adults in our care from harm. The Sweet Project will carry out all relevant checks on recruits to ensure that they are of a high standard. The Sweet Project will ensure that new employees working with children and /or vulnerable adults are checked as appropriate through the Disclosure and Barring Service; obtaining a standard or enhanced certificate as appropriate; we will also seek out at least two references from previous employers in order to ascertain the candidate's suitability to work with children and/or vulnerable adults. All positions within The Sweet Project are subject to the completion of satisfactory DBS and references.

This application form has been designed to provide those involved in the selection process with sufficient basic information to carry out a preliminary assessment of your suitability for the post, and all sections of the form should be fully completed. The information given will be treated in the strictest confidence. CV's will not be accepted as part of the recruitment process and if submitted may result in your application being rejected.

Post Applied for: <input type="checkbox"/> Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Student Placement <input type="checkbox"/>					
How did you learn of this vacancy (where advertised)					
Full name:					
PRESENT OR LAST EMPLOYMENT					
From	To	Employer Name/Address	Job Title	Hours	Salary

Briefly outline your main duties, responsibilities and any key achievements:

Why do you wish to leave/reason for leaving?

Notice required:

Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left?

YES

NO

PREVIOUS EMPLOYMENT (most recent first)

From	To	Employer Name/Address	Job Title	Reason for change

Please explain any breaks in employment record:

EDUCATION AND TRAINING

General Education Secondary Schools etc	From	To	Examination taken, where applicable, please include subjects, levels and grades	Year obtained

FURTHER EDUCATION (including professional training and qualification)

College/University/Training/School etc.	From	To	Course/Qualifications	Date

Additional Relevant Training (include courses, management and specialist training)

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Current Studies

From

To

--	--	--

Membership of any Professional Bodies/Organisations:

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ADDITIONAL INFORMATION

How did you learn of this vacancy?

Why do you want this post?

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Please read the job description/person specification and use this section to show how you meet the requirements.

Length and nature of relevant experience:

Personal skills and attributes:

Professional/specialist knowledge:

Management skills/details of experience:
(If appropriate to the job for which you are applying)

Other relevant information:

(This can include skills developed during paid employment or voluntary community work or leisure interests, availability/flexibility)

Do you require any reasonable adjustments for the interview and selection process?

YES

NO

If yes, please provide details:

NOTES

Please use this page for additional information.

PERSONAL DETAILS

Surname:	Title:
First Names:	Home Telephone:
Address:	Mobile Telephone:
Post Code:	E-mail address:
National Insurance No.	

Do you have a significant relationship with any existing employee at The Sweet Project? (See Guidance Note 2)

GENERAL INFORMATION

(Please delete if not applicable)

Are you a British/ European Economic Area/ Swiss national with right to work in the UK? YES / NO
 If no, do you already have permission to work in the UK? YES / NO
 If yes, what is your visa type and end date?

Do you hold a current driving licence? YES / NO

Do you have the use of a vehicle? YES / NO

If you have a driving licence, is it FULL / PROVISIONAL / HGV

Have you any cautions or convictions, or anything that may affect your application for the post? YES / NO
 (See Guidance Note 3)
 Declaration subject to the Rehabilitation of Offenders Act 1974
 If yes, please provide further details:

Do you have any commitments to HM Forces, Police, Fire Service etc.? YES / NO
 If yes, please give details

EMPLOYERS REFERENCES

Please give the names and addresses of two people from whom references may be obtained. (See Guidance Note 5)

Immediate Manager	Other work referee
Name:	Name:
Position:	Position:
Address:	Address:
Tel:	Tel:
E-mail:	E-mail:

Referees will only be contacted once you have been offered the role.

DECLARATION

I understand that the appointment, if offered, will be subject to information given on this form being correct and that deliberate omission or falsification may result in my dismissal.

Signature:

Date:

Note: If you send this form in by email, you will be asked to sign a copy at interview.

DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:

Date:



APPLICATION FORM GUIDANCE NOTES

Please read these guidance notes before completing the application form.

The Sweet Project recognizes that the services it provides are used by children and vulnerable adults. It believes that children and vulnerable adults have the right to be secure from abuse, and we are committed to protecting all the children and vulnerable adults in our care from harm. The Sweet Project will carry out all relevant checks on recruits to ensure that they are of a high standard. The Sweet Project will ensure that new employees working with children and /or vulnerable adults are checked as appropriate through the DBS; obtaining a standard or enhanced certificate as appropriate.

For particular posts identified by The Sweet Project, applicants will be required to undergo an enhanced DBS disclosure. In all cases enhanced disclosure will apply applicants for posts where job involves "regulated activity".

This application form has been designed to provide those involved in the selection process with sufficient basic information to carry out a preliminary assessment of your suitability for the post, and all sections of the form should be fully completed. The information given will be treated in the strictest confidence. **Please do not send a C.V.**

1. PLEASE COMPLETE IN BLACK INK OR TYPE

2. RELATIONSHIPS AT WORK

The issue of significant relationships is difficult to define, however, those you should declare are:

- a) Close or familiar relationships e.g. co-habitation, husband/wife.
- b) Individuals who are related i.e. parent/child, brother/sister, brothers-in law/sisters-in-law.

3. COURT CONVICTION

- a) Because of the nature of the work of The Sweet Project many posts are exempt from the provisions of Section4(2) of the **Rehabilitation of Offenders Act 1974** (Exemption) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment, failure to disclose such convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to an application or position to which the order applies. A conviction is not necessarily a bar to employment with The Sweet Project. If you have received a court conviction you are invited to submit details separately.

- b) For some posts, particularly those which may have substantial access to children or vulnerable people, there will be a requirement for a DBS check (formerly CRB) IF this does apply to the post you are applying for, you will be asked to give written permission for this check to take place as part of the selection process.

4. DISABILITY DISCRIMINATION ACT 1995

The Act states that "a person has a disability for the purpose of this Act if they have a physical or mental impairment which has a substantial and long adverse effect on their ability to carry out normal day-to-day activities".

The Sweet Project welcomes applications from disabled people and wishes to ensure that they are not disadvantaged in any stage of the recruitment and selection process, and also to assist them to be able to undertake employment with The Sweet Project. Would you please inform us of any special requirements you may have.

5. REFERENCES

Please give the names and addresses of two people from whom references may be obtained. These must be your immediate manager/supervisor at your present or most recent employer, and one other person who would know you in connection with your work. Please state their position within the organization or their relationship to you.

If you are unable to give names of recent employers as referees, please state your reasons (e.g. I have not worked for many years). In this instance please give the names of two other referees, and state in what capacity you are known to them or relationship with you.

It is normal practice that referees are taken up only in respect of those candidates who are shortlisted for interview and references will be sought at this stage. It is appreciated that taking up references at shortlisting stage may cause embarrassment, therefore, if you do not wish a referee to be contacted at this stage, please indicate as shown.

6. CANVASSING

Any applicant who canvasses a Trustee, a Director or a member of a selection committee will be disqualified for the appointment.

- 7. Any complaints that applications for employment have been unfairly considered may be made in writing to the Operations Director, The Sweet Project, Unit 3 Ardath Road, Kings Norton, Birmingham B38 9PL, within one month of hearing the result of your application.

8. RETURN OF COMPLETED APPLICATION FORMS

Please return this form by the closing date to:

The Office Manager, The Sweet Project, Unit 3 Ardath Road, Kings Norton, Birmingham B38 9PL or
email to officemanager@thesweetproject.org

A COMPANY LIMITED BY GUARANTEE. REGISTERED IN ENGLAND No. 7119208

Diversity Monitoring Form



The Sweet Project is committed to promoting equality and eliminating all forms for discrimination. To aid this process we monitor the gender, ethnicity, sexuality, disability, religion/belief and age. Any information you are willing to share with us will be treated with the strictest confidence. No monitoring information will affect any part of the decision making process around your referral or interview process.

Please complete all questions as accurately as possible and sign the declaration at the end.

Full name:

Please tick the box that best describes your potential role with The Sweet Project.

Staff Volunteer Client

1. Ethnicity

Which ethnic group do you most identify with?

Please choose one box to indicate your cultural background.

Asian or Asian British: Bangladeshi
 Indian
 Pakistani
 Any other Asian background (Please specify):

Black or Black British: African
 Caribbean
 Any other Black background (Please specify):

Chinese or other ethnic group: Chinese
 Any other ethnic background (Please specify):

Mixed: Asian and White
 Black African and White
 Black Caribbean and White
 Any other mixed background (Please specify):

White: British
 Irish
 Any other White background including Irish Traveller (Please specify):

Prefer not to say:

2. Religion and Belief

What is your religion or belief?

Agnostic Atheist Bahá'í Faith
 Buddhism Christianity Hinduism
 Islam Jainism Judaism
 Protestant Roman Catholic Sikhism
 Zoroastrianism None Prefer not to say
 Other Philosophical belief or religion (please specify):

3. Gender

a) How do you identify yourself?

Male Female

b) It is unlawful to discriminate on the grounds of transsexual identity, i.e. against someone who intends to undergo, is undergoing, or has already undergone gender reassignment.

Do you identify yourself as transsexual according to the definition above?

- Yes No Prefer not to say

c) Which of the following statements best describes you?

- Bisexual Gay / Lesbian Heterosexual Prefer not to say
-

4. Disability

A disabled person is defined in the Disability Discrimination Act as someone with a physical or mental impairment that has a substantial and long term impact on their ability to carry out day to day activities. This includes progressive and long term conditions from the point of diagnosis such as HIV, Multiple Sclerosis or cancer.

a) Having read the definition above, do you consider yourself to be disabled?

- Yes No Prefer not to say

b) If you answered yes, can you please indicate the day to day activities affected by your disability. (Tick as many as applicable)

- | | |
|--|--|
| <input type="checkbox"/> Eyesight | <input type="checkbox"/> Manual Dexterity |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Physical coordination |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Ability to learn or understand, or memory |
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Ability to lift, carry or move everyday objects |
| <input type="checkbox"/> Progressive condition | |

c) If you wish, please state your disability here:

We will try to provide reasonable access, equipment or other practical support to people with disabilities in order that they may access our services or work/volunteer with us.

5. Age

What is your age group?

- | | | |
|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Under 18 | <input type="checkbox"/> 40 – 49 | <input type="checkbox"/> Over 65 |
| <input type="checkbox"/> 18 – 29 | <input type="checkbox"/> 50 – 59 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 30 – 39 | <input type="checkbox"/> 60 – 65 | |
-

Declaration

I understand that the information I have provided above will be recorded and processed by The Sweet Project manually and/or electronically in accordance with the Data Protection Act 1998 and the data protection principles contained therein.

Name:

Signed:

Date:

Please return this form to:

The Sweet Project
Unit 3 Ardath Road,
Kings Norton
Birmingham
B38 9PL

Tel: 0121 458 2270

E-mail: officemanager@thesweetproject.org

Website: www.sweetproject.co.uk