



## Nothe Fort Application Form

CONFIDENTIAL

<b>EMPLOYMENT APPLICATION FORM</b>		
Title:	Forenames:	Surname:
Date of Birth:	National Insurance No:	
Address:		
Post code:		
Telephone Numbers	Day:	Evening:
Email:		
<b>Referees</b>		
Name:	Name:	
Address:	Address:	
Postcode:	Postcode:	
Capacity known to me:	Capacity known to me:	
Telephone:	Telephone:	
<i>Please note that referees will only be contacted in the event of a conditional offer of employment being made. This page will be detached and therefore not considered for shortlisting purposes.</i>		

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**Personal Statement**

Please tell us how your specific skills, experience and expertise match the person specification for the role advertised.

Please tell us why you have applied for the advertised role at Nothe Fort.

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Please tell us what you believe are the most important factors in ensuring that all visitors to Nothe Fort receive a warm welcome.

### ***Rehabilitation of Offenders***

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.

Do you have any unspent convictions?

If you have answered yes, you now have two options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below.

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Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.

I have attached details of my conviction separately \_\_\_\_\_ (Please mark with an X if appropriate.)

*N. B. This page will be detached and therefore not considered for shortlisting purposes.*

How did you hear about this post? If you saw it advertised, please tell us where.

Do any of your friends or family currently work or volunteer at Nothe Fort? If yes, please tell us their name(s) and how they are known to you.

What notice are you required to give in your current employment?

**Declaration**

I confirm that to the best of my knowledge that information given on this form is true and can be treated as part of my subsequent recruitment.

I confirm that the above statement also applies to my CV, which accompanies this application form.

Signed .....

Date .....

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## Equality and Diversity

At Nothe Fort we are committed to promoting equality, diversity and an inclusive, supportive environment for staff, volunteers, and other stakeholders of the Fort. We strongly believe that all individuals should be treated fairly and with respect and for everyone to have equal opportunity to fulfil their potential and to live the lives that they wish to live.

We seek to ensure that people are treated fairly, regardless of any Protected Characteristics they possess under the Equality Act 2010 or other inappropriate distinction. We seek to actively promote diversity in the workplace by recognising, encouraging and valuing everyone's contribution, and wishing to include a diverse and broad range of experiences within all of our activities.

Please help us to monitor our aims by providing the details requested below. *This form will be kept separate from your application form and will not be taken into account when shortlisting or appointing to any position.*

Please notify us separately if you have a disability and it would be appropriate for us to arrange any reasonable adjustments to ensure that the interview or any other part of this process is accessible to you.

All information provided will be treated confidentially.

Completing this form is optional, so please feel free to leave anything you do not wish to disclose.

### 1. Which gender do you identify with?

Male  Female  Other \_\_\_\_\_

### 2. How would you describe your ethnic origin?

White <input type="checkbox"/>	Mixed <input type="checkbox"/>	Asian or British Asian <input type="checkbox"/>	Black or Black British <input type="checkbox"/>
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>
Other _____	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other _____
Chinese <input type="checkbox"/>	Other _____	Other _____	

Any other group? (Please specify) \_\_\_\_\_

### 3. Which age group do you belong to?

Under 25 <input type="checkbox"/>	26-30 <input type="checkbox"/>	31-35 <input type="checkbox"/>	36-40 <input type="checkbox"/>
41-45 <input type="checkbox"/>	46-50 <input type="checkbox"/>	51-55 <input type="checkbox"/>	56-60 <input type="checkbox"/>
61-65 <input type="checkbox"/>	Over 65 <input type="checkbox"/>		

### Are you:

Married <input type="checkbox"/>	Single <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/>
Widowed <input type="checkbox"/>	Other _____		

### 4. Which group do you identify with?

Bi-sexual  Gay/Lesbian  Heterosexual/Straight  Other \_\_\_\_\_

### 5. Do you consider yourself to have a disability?

No  Yes (Please specify) \_\_\_\_\_