** Application for Employment**

Please complete this form, or complete on line and return it to the Human Resources Department by the closing date. Your completed form can be returned by post to YPWD (Berkshire) CIO, First Floor, Unit 9 Indigo House, Fishponds Road, Wokingham, RG41 2GY or by e-mail to [caroline.blanchette@ypwd.info](mailto:caroline.blanchette@ypwd.info)

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| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | |
| POST APPLIED FOR | | | | | | | **HOURS INTERESTED IN**  Full time/Part time/Bank (please circle) | | | | | | | | |
| **TITLE**  **MR/MRS/MISS/MS**  **DR ETC.** | | | | | **SURNAME** | | **FORENAMES** (in full) | | | | | **PREVIOUS SURNAME** | | | |
| **HOME ADDRESS** | | | | | | | **CONTACT DETAILS**  **Home phone number**  **Work phone number**  **Mobile phone number**  **E-mail address** | | | | | | | | |
| **CURRENT OR MOST RECENT POST HELD** | | | | | | | | | | | | | | | |
| From month & year | | | | | | Name and address of employer | | | | | Position held, nature of work and reason for leaving/wanting to leave | | | | |
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| **CURRENT OR MOST RECENT SALARY & BENEFITS** | | | | | | | | | | | | | | | |
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| **PREVIOUS EMPLOYMENT**  Give details of your previous employment, most recent first | | | | | | | | | | | | | | | |
| From  month/year | | To  month/year | | Name & address of employer | | | | Position held, nature of work, reason for leaving | | | | | | | |
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| **ANY TIME NOT ACCOUNTED FOR ABOVE (E.G. UNEMPLOYMENT, CHILD CARE, TRAVEL ETC.)** | | | | | | | | | | | | | | | |
| From  month/year | To  month/year | | | Reason | | | | | | | | | | | |
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| **JOB RELATED OR RELEVANT TRAINING** | | | | | | | | | | | | | | | |
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| **EDUCATION AND QUALIFICATIONS** | | | | | | | | | | | | | | | |
| School/ College/ University | | | | | Qualifications | | | | | Grade achieved | | | | | Date |
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| **MEMBERSHIP OF PROFESSIONAL INSTITUTES/BODIES** | | | | | | | | | | | | | | | |
| Name of institute/body | | | Membership grade | | | | | | By examination | | | | | Date | |
|  | | |  | | | | | | Yes/No | | | | |  | |
|  | | |  | | | | | | Yes/No | | | | |  | |
| **EMPLOYMENT REFERENCES**  YPWD (Berkshire) requires two employment references from all candidates, one of which should be your most recent employer. Please give details of the HR Manager or other organisational representative that we should contact. If you are unable to give two employment references please give the name/s of referees who can provide on independent character reference for you. Two referees must be provided. | | | | | | | | | | | | | | | |
| Name and Job title: | | | | | | | | | | | | | Can we contact before interview? Yes/No | | |
| Address: | | | | | | | | | | | | | | | |
| Telephone: | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | | | | | | |
| e-mail: | | | | | | | | | | | | | | | |
| Name and Job title: | | | | | | | | | | | | | Can we contact before interview? Yes/No | | |
| Address: | | | | | | | | | | | | | | | |
| Telephone: | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | | | | | | |
| e-mail: | | | | | | | | | | | | | | | |

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| **Rehabilitation of Offenders Act, 1974 (Exceptions) (Amendment) Order 1986)** |
| YPWD (Berkshire) takes advantage of the national arrangements organised by the Disclosure & Barring Service whereby they check that people appointed to the staff do not have a police record of a nature that would indicate that they are not suitable for such a post. All short-listed candidates will be asked at interview to confirm that they have no such record. The successful candidate will be required to provide the information on which the DBS check will be based and to agree to that check being carried out. **This check is not limited by the Rehabilitation of Offenders Act to offences committed within the recent past.** A copy of the Code of Practice for Registered Persons and Recipients of Disclosure Information is available on request.  **Have you been convicted of any criminal offences? YES/NO**  If Yes, please give details of the conviction(s) and the date(s) under separate cover addressed to the Business Support Manager and in an envelope marked “Private and Confidential”. |
| **ELIGIBILITY TO WORK** |
| I confirm that I am eligible to live and work in the UK Yes  No  My National Insurance Number is: |
| **REASON FOR APPLYING**  Please say briefly why you are interested in the post, and mention anything else in support of your application *(continue on additional sheet if required)* |
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| DECLARATION |
| **PLEASE SIGN AND DATE YOUR APPLICATION**  I declare that I have completed this application truthfully and understand that I will liable to disqualification or dismissal should any of the information later be found to be false.  SIGNATURE.....................................................…………… DATE..............………….......................  **NB: YPWD (Berkshire) complies with the provisions of the Data Protection Act 1998, which defines personal information relating to ethnic/racial origins as sensitive data. By signing this form you give your consent for the charity to process sensitive and other personal data for the purposes of recruitment and selection. (If you complete and return this form electronically, you will be asked to sign a printed copy at the interview).** |

**YOUNGER PEOPLE WITH DEMENTIA (BERKSHIRE) CIO**

**Equality and Diversity Monitoring Form**

In order to monitor our Equality and Diversity policy we would ask you to complete this form.

This information will be used for monitoring purposes only and will **not** be used in assessing and or scoring your application or at interview stage. It is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff within Human Resources Department.

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| **Forename** |  | **Surname** |  |
| **Date of Birth** |  | **Nationality** |  |
| **Position applied for** |  | | |

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| **Gender** | |  | **Ethnic Origin** | |
| Female |  |  | White | |
| Male |  |  | * British |  |
| Trans-Gender |  |  | * Irish |  |
| Prefer not to say |  |  | * White Other |  |
|  |  |  | Asian or Asian British | |
| **Sexual Orientation** | |  | * Bangladeshi |  |
| Bisexual |  |  | * Indian |  |
| Gay Man |  |  | * Pakistani |  |
| Gay Woman / Lesbian |  |  | * Any Other Asian |  |
| Heterosexual |  | Black and Black British | |
| Prefer not to say |  |  | * African |  |
|  |  |  | * Caribbean |  |
| **Age Band** | |  | * Any Other Black |  |
| 16-24 years |  |  | Mixed | |
| 25-34 years |  |  | * White & Asian |  |
| 35-49 years |  |  | * White & Black African |  |
| 50-54 years |  |  | * White & Black Caribbean |  |
| 55 and over years |  |  | * Any Other Mixed |  |
| Prefer not to say |  | Other | |
|  |  |  | * Chinese |  |
| **Religion / Belief** | |  | * Any Other |  |
| Buddhist |  |  | * Prefer not say |  |
| Christian |  |  |  | |
| Hindu |  |  | **Do you consider yourself to have a disability?** | |
| Jewish |  |  | Yes |  |
| Muslim |  |  | No |  |
| Sikh |  |  | Prefer not say |  |
| Other |  |  | If yes, please state disability |  |
| None |  |  |  |  |
| Prefer not to say |  |  |  |  |

YPWD (Berkshire) CIO is an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment as a consequence of their gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion, age, responsibility for dependants, employment status, trade union membership or social and economic status. Furthermore, the charity believes that an individual’s criminal record should not lead to less favourable treatment unless it can be shown to be clearly related to the duties or role expected of the employee. Selection criteria and procedures are intended to ensure that individuals are selected, promoted and in all other ways treated on the basis of their relevant merits and abilities.

**All information provided by applicants will be treated as confidential.**

**GUIDANCE FOR COMPLETING THE APPLICATION FORM**

Thank you for your interest in working for Younger People With Dementia (Berkshire) CIO.

**The decision whether to invite you for interview will be made on the basis of the information you provide on the enclosed application form. The notes below are designed to help you make the best of your application and to help us to process it efficiently. Please read them before completing your form.**

1. Read through the form first.
2. Read the advertisement, job description and person specification to help you think about the job. Think about what skills, qualifications and experiences you have which will be relevant. Do not forget those you have gained outside full-time employment; for instance, domestic responsibilities or social and community activities. Make sure you draw our attention to them and show how they are relevant on the “Reason for Applying” section of the form.
3. Complete the form in **black** ink, ball-point or typescript so that it can easily be read and photocopied.
4. You must quote at least two referees covering the last three years of your employment with whom we can confirm the information you have given and who may be able to comment on your suitability for the job you have applied for. Internal candidates should give their immediate line manager. Other candidates should give their current or most recent employer. Students should give the name of their Head Teacher, Tutor or Professor as appropriate. Relatives are not appropriate.
5. To help ensure that our Equality and Diversity Policy is effective, all candidates are requested to complete “Equal Opportunities Form”. This information is confidential and is used for monitoring purposes only. It is not included in the short-listing and does not form part of the decision to select for interview.
6. Read through the application and check for errors and omissions. You may wish to keep a copy. Ensure that you send back the whole form and enclosures to the HR department on or before the closing date. Applications received after the closing date will not be considered unless by prior arrangement.
7. After the closing date, a shortlist of candidates to be invited to attend an interview for the post.
8. If you require particular arrangements for attending the interview, please let the HR department know.

Thank you again for your interest and good luck with your application. If you require any further assistance, please contact the HR department detailed within the application pack.