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**APPLICATION FORM**

**GUIDANCE NOTES ON COMPLETING JOB APPLICATION FORM**

**Read before completing**

1. RedbridgeCVS seeks to be an equal opportunities employer and values a diverse staff team that reflects the population with which we work. We also aim to appoint the applicant who has the most relevant skills, abilities and experience for any post that we recruit. RedbridgeCVS will appoint the candidate who best fits the criteria laid down in the person specification enclosed. These are the **only criteria** used to shortlist applicants.

Your application form is your only chance to show the recruitment panel that you meet the requirements to be shortlisted and invited for an interview – please read these guidance notes to increase your chance of success. We will remove the top-sheet of your application form before the shortlisting so that the panel cannot be influenced by your name or gender etc, when deciding who to invite for interview. You must demonstrate that you meet **all** the **essential** criteria.

1. **To have the best chance of success**

* Explain how you meet each of the criteria by giving information about, or examples of, your skills and experience gained whether as a paid worker, a volunteer or in a personal capacity. Relate your experience to the job specification: don’t just describe your past employment. Please answer each point in detail: the recruitment panel cannot guess or make assumptions. For example, it is not enough simply to say ‘I understand the importance of Equal Opportunities’: you need to explain why you think it is important, to demonstrate your understanding to the shortlisting panel.
* Complete all sections of the application form. Type the form and be clear and concise.
* In the “Can you do the job” section do not write more than **150 words** in each box – you may be penalised if you do.
* Do not send a CV (curriculum vitae) or other unsolicited information, as it will be not be considered by the panel.
* Complete the Equality and Diversity monitoring form
* If applicable, complete the Disability Options form
* Sign, save and return your form as instructed

We regret that we will not be able to notify those applicants who we have not selected for interview.

**REMEMBER: To have a good chance of being shortlisted, you must tell us clearly and in detail how you meet the person specification for this post.**

**Application to Work at RedbridgeCVS**

Our Ref: CC19/

**Refer to the guidance notes above before completing this form.**

**Write clearly in black ink, or type the form. Answer all the questions.**

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| Position applied for:  **Careers Coach** |

**YOUR PERSONAL DETAILS**

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| --- | --- | --- |
| **Last Name:** |  | **First Name:** |
| **Present Address:** |  | **Phone (Day):**  **Phone (Evening):**  **Mobile:** |
|  | **Email:** |
| **Period of notice to be given if applicable:** |  | If you have given the phone number of your current employer, are you happy to receive calls in relation to your application in work time?  Yes ⬜ No ⬜ |

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| --- | --- | --- |
| **First Employment Reference** |  | **Second Employment Reference** |
| **Name:**  **Company:**  **Address:**  **Phone:**  **Email:** |  | **Name:**  **Company:**  **Address:**  **Phone:**  **Email:** |
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| Are you willing for this referee to be approached prior to the interview?  Yes ⬜ No ⬜ |  | Are you willing for this referee to be approached prior to the interview?  Yes ⬜ No ⬜ |

**Signature (to be completed after all other parts of the form)**

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| --- | --- |
| To the best of my belief I have completed this application form accurately and have not withheld any information, which could reasonably be considered as relevant to my application. If I am offered the post and it is subsequently discovered that I have wilfully given false information, I will be liable for dismissal. | |
| **Signed** | **Date** |

**THIS PAGE OF THE FORM IS CONFIDENTIAL AND WILL NOT BE SHOWN TO THE SELECTION PANEL UNTIL AFTER THE SHORTLISTING PROCESS**

**QUALIFICATIONS AND TRAINING**

Our Ref: CC19/

Use this section to list qualifications that you have obtained in school, further or higher education and professional training centres. Also list any non-qualification courses that you have attended.

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| --- | --- | --- |
| **Qualification obtained** | **Qualifying body** | **Year** |
|  |  |  |

|  |  |
| --- | --- |
| **Non-qualification courses attended** | **Year** |
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**WORK HISTORY**

Start with your most recent employer. Include the month and year when you began and ended each post.

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| --- | --- | --- | --- |
| **Employer’s name, address and business** | **From** | **To** | **Position held and brief description of job** |
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**VOLUNTEERING**

Start with the organisation where you volunteered most recently. Include the month and year when you began and ended each role.

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| --- | --- | --- | --- |
| **Organisation’s name and address. What services does it provide?** | **From** | **To** | **Brief description of duties** |
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**ESSENTIAL CRITERIA**

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| **Equal Opportunities** Do you accept the principles outlined in RedbridgeCVS’s Equality & Diversity Policy?  Yes **⬜** No **⬜**  If you ticked No, please explain why. |
| **Entitlement to Work in the UK** I confirm that I am entitled to work in the UK and that if offered the post, I will be able to provide documentary evidence of this *(see enclosed background reading pack)* Yes **⬜** No **⬜** |
| **Flexibility** Are you able to attend events and meetings outside the normal working day, as required?  Yes **⬜** No **⬜** |
| **Health** Do you have a health condition or disability that is relevant to this application?  Yes **⬜** No **⬜**  If yes, please describe the relevant health condition or disability.  Complete the Disability Options form at the end of this document if you need adjustments made at interview, or if you believe you meet the criteria for a guaranteed interview. |

**WHERE DID YOU SEE THIS JOB ADVERTISED?**

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| RedbridgeCVS website or newsletter **⬜**  Charity Jobs ⬜  Other organisation’s website or newsletter (please specify) **⬜**  Other (please specify) **⬜** |

**CAN YOU DO THE JOB?**

The skills, knowledge and experience you need to do this job are listed in the Person Specification, where they are identified as **Essential**.

It also lists skills, knowledge and experience which would be useful in the job – these are **Desirable**.

In this section, we ask you to specify how you meet each of the different headings in the Person Specification. To be considered for an interview, you **must** show that you meet **all** the **Essential** points.

Write **no more than 150 words** in the box below each **Essential** item, and below as many **Desirable** items as you can. You might have gained skills, knowledge and experience through paid work, unpaid work or volunteering. Back up what you say with examples where appropriate.

**Experience**

1. Experience of supporting employed people to progress in employment and providing in work support - **Essential**

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1. Experience of managing a caseload of participants, maintaining their motivation and delivering IAG - **Essential**

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1. Experience of employer and stakeholder engagement and relationship management

– **Essential**

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1. Experience of working to targets and meeting deadlines –**Essential**

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1. Experience of organising and delivering outreach activities -**Essential**

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1. NVQ Level 3 in Information, Advice & Guidance, coaching or equivalent - **Desirable**

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1. Experience of delivering coaching or mentoring – **Desirable**

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1. Experience of delivering training – **Desirable**

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**Knowledge and Understanding**

1. Understanding of the challenges faced by disadvantaged groups in finding full time or better paid work, and the range of different approaches to address this - **Essential**

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1. Knowledge of the local labour market, specifically growth sectors - **Essential**

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1. Knowledge of welfare reforms and the implication it has for people working part-time – **Desirable**

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1. Knowledge of London Living Wage - **Desirable**

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**Skills and Abilities**

1. Excellent written and spoken English - **Essential**

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1. Ability to keep records and monitor activities – **Essential**

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1. Ability to use a range of IT systems competently in day to day work including experience of using MS Office - **Essential**

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1. Ability to manage time well and identify priorities - **Essential**

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**Other requirements**

1. A commitment to equal opportunities and to promoting rights, privacy, dignity and choice for all individuals – **Essential**

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1. A willingness to promote and positively implement RedbridgeCVS’s Equal Opportunities & Diversity policy and procedures - **Essential**

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1. A positive commitment to working in a multi‐cultural area - **Essential**

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1. A willingness to work flexibly, including evenings and weekends - **Desirable**

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**Finally**

Is there anything else you would like to tell us which you think is relevant to your application but not covered elsewhere in this form?

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PLEASE SIGN THE COMPLETED FORM AND RETURN AS INSTRUCTED ON THE COVER LETTER SENT WITH THIS APPLICATION FORM.

We will accept emailed applications by the same deadline, so long as a signed copy of the application form is brought to any subsequent interview. Emailed application forms should be returned to [lynette@redbridgecvs.net](mailto:lynette@redbridgecvs.net)

By 12 noon on **Thursday 20th June 2019.**

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Ref CC19/

**Equal Opportunities Monitoring Form**

RedbridgeCVS strives to be an Equal Opportunities Employer, and welcomes applications from people regardless of race, Ethnicity, gender, gender identity, disability, sexuality, religion, age, class or geographical location.

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|  |  |
| --- | --- |
| **Post applied for:** | **Careers Coach** |
| How did you hear about this vacancy? |  |
| Gender: |  |
| Nationality: |  |
| Date of birth: |  |
| **Ethnicity: What do you consider your ethnicity to be? Please tick the appropriate boxes:** | |
| White | British |
| Any other white background (please describe) |
| Mixed | White & black Caribbean |
| White & black African |
| White & Asian |
| Any other mixed background (please describe) |
| Asian or Asian British | Indian |
| Pakistani |
| Bangladeshi |
| Any other Asian background (please describe) |
| Black or black British | Caribbean |
| African |
| Any other black background (please describe) |
| Chinese or other  ethnic group | Chinese |
| Any other (please describe) |
| **Disability:** |  |
| Do you consider yourself to be disabled? | Yes No |
| Are you registered disabled? | Yes No |

Data Protection Act: RedbridgeCVS will process and store all data in compliance with the Data Protection Act 1998 and RedbridgeCVS’s Data Protection Policy.

**Disability Options Form**

*If you are a disabled person there are two ways we can help you:*

***Guaranteed interviews***

We guarantee an interview to disabled people who meet the essential requirements of the job. If you want to apply under our guaranteed interview scheme, please fill in the declaration below.

***Reasonable adjustments for interviews and tests***

Tell us how we can help remove any barriers for you in our recruitment process. We want you to do well, so it is important you tell us how we can help. You might need a car parking space, a British Sign Language interpreter, an induction loop or information in another format. You might need extra time at an interview if you have dyslexia. Whatever you need, tell us and we will try to meet your needs.

**Name**

I am applying for this job under the ‘guaranteed interview’ scheme:

Yes ❑ No ❑

***I need these ‘reasonable adjustments’ to help me at interview:***

The Disability Discrimination Act says someone is a disabled person if they have: “… a physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out normal day to day activities.”

I consider that I am a disabled person as defined by the Disability Discrimination Act

Yes ❑ No ❑

**Signature:**   **Date:**

Tell us if you need this form in large print, in Braille, on tape or on computer disk.

**Send this form back with your job application if you have a disability.**

