



APPLICATION OF EMPLOYMENT

Kickstart Scheme: Community Befriender

We are excited to be supporting the Kickstart Scheme and are very pleased you have taken an interest in this opportunity to join us on the BBW CVS Community Befriender project.

Please note that to be eligible for the Kickstart scheme you must meet the following criteria:

- You are aged between 16-24 years
- You are currently receiving Universal Credit
- You have informed your DWP Work Coach that you wish to apply for this vacancy

Please complete all the steps in this application process

Once complete please send along with a copy of your CV to admin@bbwcvcs.org.uk

Closing Date: Sunday 2nd May 2021 at 5pm

SURNAME	FORENAMES
ADDRESS	TELEPHONE
POSTCODE	Home: Mobile

Please provide a short supporting statement explaining why you feel you are suitable for this role including relevant skills, knowledge, and experience.



DISABILITY

Basildon, Billericay, and Wickford CVS are committed to interview all disabled applicants who choose to apply under the Job Interview Scheme if they meet the minimum requirements of the job.

As a disabled person, do you wish to be considered and apply under the Job Interview Scheme? (we are happy to discuss any reasonable adjustments you may require)

Yes		No		N/A	
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CONVICTIONS

Basildon, Billericay, and Wickford CVS require all applicants to disclose any previous “unspent” criminal convictions and disclose any cautions/reprimands/bind overs which have not expired and any pending prosecutions. Any information provided will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.

Do you have any unspent, convictions, cautions/reprimands/bind overs or pending prosecutions to declare?

Yes		No	
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If yes; please provide details of all 'unspent' convictions, cautions/reprimands/bind overs or pending prosecutions against you, including the court to which you have been summoned, the appearance date and alleged offence*

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REHABILITATION OF OFFENDERS ACT 1974

Certain positions within Basildon Billericay and Wickford CVS are exempt from the Act, including those that have access to children and other vulnerable groups. This means that applicants are not allowed to withhold details of previous convictions in relation to the job they are applying for. Doing so could result in withdrawal of a job offer, disciplinary action or dismissal.

If you are applying for a role that is exempt from the Act, do you have any spent convictions, cautions/reprimands/bind overs or pending prosecutions to declare?

Yes		No		N/A	
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DISCLOSURE BARRING SERVICE

The Disclosure and Barring Service (DBS) is an Executive Agency of the Home Office, who provide access to criminal record information.

Please confirm, subject to the requirements of the job role, you agree for a DBS check to be undertaken if your application is successful, and to register with the DBS update service within 30 days of receiving your DBS clearance?

I Agree	<input type="checkbox"/>	I Disagree	<input type="checkbox"/>
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CARE LEAVERS

Basildon, Billericay, and Wickford CVS encourage applications from care leavers and commit to interview all care leavers who meet the requirements of the role for which they are applying.

A care leaver is defined as a person under 25 who has spent time in care.

Do you wish to be considered and apply under the care leavers interview scheme?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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RIGHT TO WORK IN THE UK

Basildon, Billericay and Wickford CVS has a responsibility to check that all our employees, apprentices and volunteers are eligible to work in the UK

Do you currently have the legal right to work in the UK? (If successful you will be asked to provide one of the following documents: Dependents Visa, EU Settlement Scheme Biometric Card (settled or pre-settled), Indefinite leave to enter/remain, Limited leave to remain, Other Visa type, Residence permit/card, Student Visa, Tier 1 General visa/work permit, UK Ancestry visa, UK Passport or UK birth/adoption certificate, Youth mobility scheme visa)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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References

Please give names of two persons who can provide references relating to your work experience (if applicable) and suitability for the post.

Name	Name
Position	Position
Address	Address
Telephone Number	Telephone Number
Email	Email

To the best of my knowledge and belief the information given in this application is accurate.

Signature: _____ Date: _____



Diversity and Recruitment Monitoring Information

Basildon, Billericay and Wickford CVS are committed to achieving a workforce that reflects the diversity of our local community.

We ask all our employees and our job applicants to give us diversity information to help us ensure our employment practices do not unlawfully discriminate. Your details will be used for statistical purposes only: they are not seen by anyone involved in shortlisting or appointing candidates.

If you do not wish to share this information, you can write 'prefer not to say'.

Gender	
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Age Range	16-18		19-21		22-24	
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Disability	Yes		No		Prefer not to say	
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Ethnic Origin	
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Religion or Belief	
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Sexual Orientation	
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Data Protection

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, will be subject to the Data Protection Act 2018 (DPA 2018). This is effective from 25 May 2018.

This data is excluded from our assessment of your suitability for the post for which you have applied and is exclusively used for the statistical evaluation of our equal opportunities policy within recruitment and employment.

As a CVS we strive to comply with GDPR when rejecting candidates. Accordingly, we will retain applications for a period of 6 months. Thereafter we will delete all data for unsuccessful candidates.

I consent to this information being processed in the manner described above.

Signed: _____ Date: _____