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| **ROLE APPLYING FOR** | | | | | | | | | | | | | **PERIOD AND TIMES AVAILABLE** | | | | | | | | | | | |
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| **Where did you hear about this position?** | | | | | | | | | | | | |  | | | | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title -** Mr/Mrs/Miss/Ms/Mx/Other: | | | | | | **Surname:** | | | | | | | **Forename(s)** (in full) | | | | | | | | | | **Previous Surname(s)** | |
| **Home Address** | | | | | | | | | | | | | **Contact Details** | | | | | | | | | | | |
|  | | | | | | | | | | | | | Home Telephone No: | | | | | | |  | | | | |
| Mobile No: | | | | | | |  | | | | |
| Email: | | | | | | |  | | | | |
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| **Please tell us about your current or most recent employment or volunteering experience** | | | | | | | | | | | | | | | | | | | | | | | | |
| Date from (mm/yy) | | | | Date to (mm/yy) | | | | Name & address of employer | | | | | | | | Position held and nature of work | | | | | | | | |
|  | | | |  | | | |  | | | | | | | |  | | | | | | | | |
| **Please tell us about your previous employment or volunteering experience, most recent first** (if necessary, continue on a separate sheet) | | | | | | | | | | | | | | | | | | | | | | | | |
| Date from  (mm/ yy) | | | | Date to  (mm/yy) | | | | | Name & address of employer | | | | | | | | Position held, nature of work , reason for leaving | | | | | | | |
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| **Please tell us about any time not accounted for above (E.g. unemployment, childcare, travel, etc)**  We require this information in order to ensure the safeguarding of our students and in-line with our internal recruitment process. | | | | | | | | | | | | | | | | | | | | | | | | |
| Date from (mm/yy) | | | | | Date to (mm/yy) | | | | | Reason | | | | | | | | | | | | | | |
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| **Please tell us about your education or qualifications if you think they might be relevant to volunteering at Treloar’s** | | | | | | | | | | | | | | | | | | | | | | | | |
| School, College, University | | | | | | | Date | | | | | | | Qualification/Grade | | | | | | | | | | |
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| **EMPLOYMENT REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | | |
| Treloar Trust requires two references from all candidates, one of which must be from your most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend.  Please provide details of the individual we should contact.  If you are unable to give two employment references then please provide the name of an individual who can provide an independent character reference. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **REFERENCE 1** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | Can we contact prior to interview? | | | | | | | | Yes  No | | | | | |
| **Job Title** |  | | | | | | | | | | Telephone No. | | | | | | | |  | | | | | |
| **Company** |  | | | | | | | | | | Email: | | | | | | | |  | | | | | |
| **Address** |  | | | | | | | | | | Relationship to you | | | | | | | |  | | | | | |
| **REFERENCE 2** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | Can we contact prior to interview? | | | | | | | | | | | | Yes  No | |
| **Job Title** |  | | | | | | | | | | Telephone No. | | | | | | | | | | | |  | |
| **Company** |  | | | | | | | | | | Email: | | | | | | | | | | | |  | |
| **Address** |  | | | | | | | | | | Relationship to you | | | | | | | | | | | |  | |
| **PROTECTION OF CHILDREN**  (Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 | | | | | | | | | | | | | | | | | | | | | | | |
| The Trust 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 or unspent convictions but does exclude ‘protected’ warnings, cautions and convictions.** A copy of the Code of Practice is available upon request. | | | | | | | | | | | | | | | | | | | | | | | |
| **Have you been convicted of any criminal offences?** | | | | | | | | | | | | Yes  (see below) | | | | | | | | | No | | |
| If you **answered yes** to having a criminal offence then please give details of the conviction(s) and the Dates(s) under separate cover. Please address this marked ‘Private & Confidential’, in a sealed enveloped marked for the attention of the Head of HR. | | | | | | | | | | | | | | | | | | | | | | | |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Disclosure & Barring Service Check along with other relevant employment checks. | | | | | | | | | | | | | | | | | | | | | | | |
| **REASON FOR APPLICATION**  Please explain to us why you are interested in volunteering at Treloar’s | | | | | | | | | | | | | | | | | | | | | | | |
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| **DECLARATION**  Please read, sign & date | | | | | | | | | | | | | | | | | | | | | | | |
| I hereby declare that I have completed this application truthfully and understand that I will be liable to disqualification or dismissal should any of the information be found to be false. | | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: The Treloar Trust complies with the provisions of the General Data Protection Regulation. The organisation treats personal data collected during the recruitment process in accordance with its data protection policy.  By signing this form you give your consent for the Trust to process sensitive and other personal data for the purposes of recruitment and selection. If you complete and return this form electronically it will be deemed that you agree to the declaration. | | | | | | | | | | | | | | | | | | | | | | | |
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| **Signature** | |  |  | | | | | | | | | | | |  | | | **Date** | | | |  | |

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**TRELOAR TRUST**

**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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| |  |  | | --- | --- | | **Sexual Identity (please tick where appropriate)** | | | Female |  | | Male |  | | Transgender (Transitioning) |  | | Transgender (Transitioned) |  | | Prefer not to say |  |  |  |  | | --- | --- | | **Sexual Orientation (please tick where appropriate)** | | | Bisexual |  | | Gay Man |  | | Gay Woman / Lesbian |  | | Heterosexual |  | | Prefer not to say |  |  |  |  | | --- | --- | | **Age Band (please tick where appropriate)** | | | 16-24 years |  | | 25-34 years |  | | 35-49 years |  | | 50-54 years |  | | 55 and over years |  | | Prefer not to say |  |  |  |  | | --- | --- | | **Religion / Belief (please tick where appropriate)** | | | Buddhist |  | | Christian |  | | Hindu |  | | Jewish |  | | Muslim |  | | Sikh |  | | Other |  | | None |  | | Prefer not to say |  |   The Trust 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or philosophical belief, sex or sexual orientation, responsibility for dependants, employment status, trade union membership or social and economic status.  Furthermore, the Trust 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** | |  |  |  | | --- | --- | --- | | **Ethnic Origin** | | | | ***White*** | | | | British |  | | | Irish |  | | | White Other |  | | |  | | | | ***Asian or Asian British*** | | | | Bangladeshi |  | | | Indian |  | | | Pakistani |  | | | Any Other Asian |  | | |  | | | | ***Black and Black British*** | | | | African |  | | | Caribbean |  | | |  | | | | ***Mixed*** | | | | White & Asian |  | | | White & Black African |  | | | White & Black Caribbean |  | | | Any Other Mixed |  | | |  | | | | ***Other*** | | | | Chinese | |  | | Any Other | |  | | Prefer not say | |  |  |  |  | | --- | --- | | **Do you consider yourself to have a disability? (please tick where appropriate)** | | | Yes |  | | No |  | | Prefer not say |  | |