

Please complete this form in black ink so we can obtain clear photocopies.

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| **1. JOB DETAILS** | | | |
| Application for the post of **MEDIATION CASEWORKER** | | | |
| Where did you see the post advertised? : | | | |
| **2. PERSONAL DETAILS** | | | |
| Family Name/Surname**:** | First Name(s): | | Title: |
| Address: | | | |
|  | | Postcode: | |
| Daytime telephone number: | | Home telephone number**:** | |
| email address**:** | | Mobile telephone number: | |
| **3. PRESENT/ MOST RECENT EMPLOYMENT OR VOLUNTARY WORK** | | | |
| Name and address of employer/organisation:  Dates from: to: **Date**  Post Title:  Brief outline of duties:  Salary**:**  Notice period required:  Reason for leaving: … | | | |

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| **4. PREVIOUS EMPLOYMENT (Last 3 jobs or volunteer positions)** List in date order with the most recent first. Employment dates should be continuous. If you have had any gaps in employment, please tell us why, for example, if you’ve had a career break, a period of studying, caring for children, unemployed etc. | | | |
| Name and address of employer | From | To | Job title, brief description of duties & reason for leaving |
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| **5. KNOWLEDGE, SKILLS AND EXPERIENCE RELEVANT TO THE POST** |
| This is the most important part of the form as it tells us about your knowledge, skills, abilities and experience. The person specification lists the knowledge, skills and experience required to do the job and it is important that you tell us how your knowledge, skills and experience relates to each of the criteria set out in the specification. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.  Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college-based projects, home life or activities outside work.  When completing this section please use the criteria listed in the person specification as headings for your responses. Also, please describe how your knowledge, skills and experience relates to the criteria by giving clear examples. It will not be enough to repeat what the person specification states. For example, if it asks for ‘ability to’ or ‘experience of’’ give examples by referring to your professional/ academic/ personal life or voluntary work.  Use extra sheets if you need to and make sure they are clearly marked with your name, the job title. |
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| **6. REFERENCES** | | | | |
| Please give details of two people to whom we can apply for references concerning your suitability for this post. At least one of the referees should be your current (or most recent) employer. If you are in, or have just left, full time education, please give details of your course tutor. Check in advance with your referees that they are happy to be contacted for a reference. If you do not wish us to contact either referee before informing you, please put an ‘x’ in the box next to the name. | | | | |
| Name:   Job title: | | Name:  Job title: | | |
| Work relationship: | | Work relationship: | | |
| Address: | | Address: | | |
|  |  |  | |  |
| Telephone: | | Telephone: | | |
| All job offers are subject to the receipt of two satisfactory references. | | | | |
| **7. TRAINING, QUALIFICATIONS AND /OR MEMBERSHIP OF PROFESSIONAL BODIES** | | | | |
| Include any information here that is relevant to the post for which you are applying. Tell us about any qualifications - including those you are studying for currently. List any training courses or conferences/ seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g., examination, nomination, experience, etc. | | | | |
|  | | | Relevant dates: | | |
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| 8. FURTHER INFORMATION | | | | | | |
| i. Authorisation to Work in UK | | | | | | |
| **National Insurance Number:**  If you do not have a national insurance number, you will need to provide us with proof of your entitlement to live and work in the UK e.g., work permit, visa, EU passport etc*.* | | | | | | |
| **ii. Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986** | | | | | | |
| All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are ‘unspent’ and/or any pending prosecutions. The posts are exempt under the Rehabilitation of Offenders Act 1974. You must declare all convictions including ‘spent’ convictions and if shortlisted, you will be asked to complete a more detailed form so that a criminal records check can be madeDo you have any criminal convictions (including ‘spent’ and unspent), cautions/bindovers or prosecutions pending? **NO**If you have answered yes please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form. | | | | | | |
| **iii. Disability** | | | | | | |
| When answering this question, you should be aware that under the Disability Discrimination Act 1995 you are considered disabled if you:  1. have a physical or mental impairment; 2. this impairment has an adverse effect which is substantial; 3. the effect is long term (usually lasting for 12 months or more); 4. the impairment has an adverse effect on your ability to carry out normal day to day activities. 5. Do you consider yourself to have a disability? …………..   Please note if you have a disability, you will automatically be afforded an interview providing you meet the minimum requirements within the person specification. | | | | | | |
| Please state if there are any arrangements you would like us to make to assist you, if called for interview: | | | | | | |

Data Protection Act 1998 By completing this form and otherwise supplying information to BHIMs you agree that BHIMS may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by BHIMS, for payroll purposes, administration of employee benefits, to measure and record progress including training, grievance, capability and disciplinary procedure and warnings, management of sickness absence and as required or permitted by statute or regulation and generally as necessary under the employment relationship and BHIMS legitimate activities).

Application forms for unsuccessful candidates are retained by BHIMS and will be destroyed 6 months after the appointment date.

**Declaration:**

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.

Signed/Name: Date:

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| **WHAT TO DO NEXT:**  **Please return your application form by noon on 31 May 2021 by email to:** [**jeremy@bhims.org.uk**](mailto:jeremy@bhims.org.uk)  **Thank you for your interest in BHIMS** |