

Application for Employment

Please type or write in black ink and return completed forms to: Strictly Private and Confidential, Recruitment, BDA, 356 Holloway Road, London, N7 6PA OR email to bda@bda.org.uk

Position applied for	Location	Reference No

Personal Details

Title		Address	
Name			
Surname			
Telephone			
Mobile		Textphone	
ooVoo		Skype	
Email		Other	

Education

Please list your formal education, vocational / professional qualifications and training do you have completed.

Schools, colleges, universities, training and dates attended	Qualifications obtained (where appropriate) and Grade

Employment History

Present or most recent employment / voluntary work:

Name, address & type of employer	Position held	From	To	Salary	Notice Period

Brief description of duties of current or most recent post.

Why do you wish to leave / why did you leave your present post?

Previous work experience / voluntary work

Please start with the most recent experience, include any breaks in employment e.g. to raise family, travel abroad, unemployment. (Continue on a separate sheet if necessary.)

Name, address & type of employer	Position held & description of duties	From	To	Salary

Please give your reasons for applying for the post include any achievements, expertise, hobbies or voluntary work you feel will help us to assess your application.

Shortlisting will be done on the basis of how well each applicant matches the criteria in the Job Description / Person Specification. (Continue on a necessary sheet if necessary.)

You may send additional information on video in Sign Language if you wish.

References

Please give name and address of two references, one of whom must be your present / most recent employer (paid or voluntary work.) References will not be contacted unless you are offered the post.

	Current or last employer:		Second Referee:	
Name of Person				
Company				
Job Title				
Line-Manager <small>(tick)</small>	Yes	No	Yes	No
Address				
Post Code				
Email Address				
Telephone				
Mobile				
Other				

Additional Information

Answer YES or NO to the following questions. If YES, please provide more information

Do you have any health problems that may require you to have additional support in your work?	
Do you consider yourself to have a Deaf / disability that requires work place adjustments?	
Do you require an Access to Work Support Grant?	
Do you have any other requirements you have to fulfil the job role?	
Rehabilitation of Offenders Act 1974: Have you ever been convicted of a criminal offence? (Spent convictions as defined by the Rehabilitation of Offenders Act being specifically excluded.)	
Do you need a Work Permit to work in the UK	

Where did you see this advertisement?	
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Declaration

I declare that to the best of my knowledge and belief the information given on this form is correct:

Signed:	Date:
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Equal Opportunities Statement

Statement of Intent

The British Deaf Association expects the talents of all employees to be used fully. No employees should be treated differently because of their gender, sexual orientation, abilities, language, marital status, religion, social class, race, ethnic origin, employment status, age or health status.

Statement of Responsibility

It is the responsibility of **all** employees to accept their personal involvement in the practical application of their policy. Specific responsibility falls upon managers, supervisors and staff professionally involved in recruitment, employee administration and training.

Terms of Reference

1. The British Deaf Association takes seriously and will deal effectively with any complaints of unfair treatment within the scope of the Association's Policy.
2. The British Deaf Association will encourage all staff to understand and co-operate with the policy and will provide training and information to ensure this happens.
3. The British Deaf Association will consult where appropriate with representatives of each group as outlined in the statement of Intent.
4. The British Deaf Association will seek to provide all employees with appropriate training to enable them to fully develop their skills as employees.

The BDA would like to assure you that -

The monitoring form will not be seen by anyone involved in the interview and selection process.

The information will be used for record keeping (no names) and will be destroyed afterwards.

Your application, or employment, will not be affected in any way if you do not return the form.

Position applied for:	
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Please tick the appropriate box.

<input type="checkbox"/> White European	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Black – Caribbean	<input type="checkbox"/> Black – African
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Black - other (please specify)
	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Other (please specify)

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Deaf / Disability

The BDA monitors Deaf / Disability in line with the Disabled Persons Act 1944 and 1958.

Do you consider yourself Deaf / disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Northern Ireland Only

Member of:	Catholic Community	<input type="checkbox"/>	Protestant Community	<input type="checkbox"/>	Neither	<input type="checkbox"/>
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Recruitment of Ex-Offenders – Information for Applicants on Criminal Record Checks (Disclosure)

The BDA uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust and as recipients of this Disclosure information we must comply fully with the CRB Code of Practice. Amongst other things, this requires us to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all recruitment materials will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we ask all applicants to provide details of their criminal record at the time of completing their application form. We request that this information is sent under separate cover and marked STRICTLY PRIVATE and CONFIDENTIAL and for the attention of the CEO and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the BDA to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or vulnerable adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6 months and 2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become spent.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

In the event that a criminal record is disclosed we undertake to discuss any matter revealed in a Disclosure with the person seeking the position before making a decision on whether to withdraw a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

For further information about Disclosures please consult the CRB website: www.crb.org.uk

Agreement to Complete a Criminal Record Bureau (Disclosure) Check

I understand that the position for which I have applied (as stated above) is subject to a Criminal Record Check (Disclosure). I hereby give my consent for the BDA to carry out a CRB check, should I be made a conditional offer for this position.

As it is a requirement of the job to have a satisfactory CRB check at **Enhanced level** failure to give consent would result in the withdrawal of any conditional offer. An enhanced check details Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition it includes a check of the new barred lists and any locally held police force non conviction information considered relevant to the job role, by the relevant Chief Police Officer(s).

We require all applicants to provide details of any criminal record under separate cover with their application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process and undertake to discuss any matter revealed with the person seeking the position before withdrawing a conditional offer of employment.

Posts involving working with children and/or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. For these roles you must declare details of any cautions, criminal convictions, reprimands and final warnings given by the police and any proceedings being instituted against you.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Please see attached Recruitment of Ex-Offenders information for applicants on Criminal Record Checks (Disclosure).

Signed:

Date:

Verification of Permission to Work in the UK

To be completed by all applicants:

List 1 – Do you have any of the following documents?

☐ **Yes**

☐ **No**

- A. A passport or ID card issued under the ID Cards Act 2006 showing that you are a British Citizen, or have the right of abode in the UK
- B. A national passport or national identity card or ID Card issued under the ID Cards Act 2006 showing that you are a national of an EEA country or Switzerland
- C. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland.
- D. A permanent residence card issued by the Home Office or the UK Border Agency to the family member of a national of an EEA country or Switzerland.
- E. A Biometric Immigration Document issued by the UK Border Agency to the holder that indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on his or her stay in the UK.
- F. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on his or her stay in the UK.
- G. A full birth certificate issued in the UK which includes the names of at least one of the holder's parents and a document giving a permanent National Insurance Number, e.g. P45, P46, NI card or a letter from a government agency.
- H. A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, which includes the names of at least one of the holder's parents and a document giving a permanent National Insurance Number, e.g. P45, P46, NI card or a letter from a government agency or previous employer;
- I. A certificate of registration or naturalisation stating that the holder is a British Citizen and a document giving a permanent National Insurance Number, e.g. P45, P46, NI card or a letter from a government agency or previous employer;
- J. A full adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland that includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.

(The EEA includes: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.)

If NO we will need to see documents from List 2 below

If YES, please just sign the declaration on the next page

List 2 – Do you have any of the following documents?

☐ **Yes**

☐ **No**

- A. A document giving your permanent National Insurance (NI) Number and name e.g. a P45, P60, NI number card, or a letter from a Government agency.

If NO you will need to contact the Home Office and/or Department of Employment for advice.

If YES, please continue with Second List

List 2 – Do you have any of the following documents?

☐ **Yes**

☐ **No**

Place a circle round the letter to indicate which you have.

- B. Biometric Immigration Document issued by the UK Border Agency to the holder that indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- C. Work permit or other approval to take employment issued by the Home Office or the UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to

stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer confirming the same.

- D.** Certificate of application issued by the Home Office or the UK Border Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment that is less than six months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.
- E.** A residence card or document issued by the Home Office or the UK Border Agency to a family member of a national of an EEA country or Switzerland.
- F.** An Application Registration Card issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.
- G.** An Immigration Status Document issued by the Home Office or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.
- H.** A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer that indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent national insurance number and his or her name issued by a government agency or a previous employer.

Declaration by Applicant

I confirm that I am legally resident in the UK and have permission to work:

My National Insurance Number is:

Signed:

Date:

Print Name:

Declaration by Recruiting Manager

I have seen the documents as required in the above schedules:

Applicants Date of Birth: **Document(s) used to verify:**

Signed:

Date:

Print Name:

Please ensure you copy, sign, date and file the documents you have used to verify. If documents from List 2 have been used these must be checked on a 12 monthly basis. People from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia need to register with the UK Borders Agency under the Workers Registration Scheme if they have less than 12 months continuous service working in the UK (see Right to Work in the UK Procedure for details)

(Copies of passports must include the front cover, personal details page and any immigration stamps / work permits. Passports and other identity documents must be valid)

Job Application Helpful Notes

Please read these notes before you fill in your application form.

Read **all** the papers and forms **before** you start to fill in any of the forms enclosed.

Equal Opportunities.

The British Deaf Association wants to make sure that anyone applying for work with the BDA is treated fairly and equally. Our Equal Opportunities policy and our Recruitment and Selection procedures are checked regularly to make sure we do not discriminate against any person or group.

Your Application Pack.

Check whether you have got all the papers and forms you need to apply for the post.

This will be -

- An Application Form, including personal details.
- A Job Description, with Person Specification.
- An Equal Opportunities Statement and Monitoring Form.
- A Recruitment of Ex-Offenders Information Sheet
- Permission to Complete a CRB Check Form
- Verification of Permission to Work in the UK Form

If you do not have any of the papers listed above, please contact the BDA immediately, stating which post you are applying for.

Read the Personal Specification before you start to fill in the Application Form.

The Personal Specification tells you what kind of experience; skills and knowledge are needed to do the job.

When you fill in the Application Form **make sure** your answers cover the important points in the Person Specification.

This can be quite difficult to do depending on the job you are applying for, so the more time you spend on preparing your application, the better it will be for you and us.

There are Four Forms To fill in.

You **must** fill in all the questions on the Application Form. The Equal Opportunities Form is important to us because it enables us to monitor our procedures. However, if you do not want to fill in this form, your application will not be affected in any way. You also need to complete the Permission to Complete a CRB Check Form and the Verification of Permission to work in the UK Form. Without all these forms we cannot complete your application.

When you have completed the Application Form.

Once completed, the application form and any continuation sheets (which should be marked with your name, job reference number, and the position you are applying for) should be sent to the BDA at the address below. It is important your application clearly demonstrates how your experience and skills meet the criteria in the Personal Specification. Please take time to carefully fill in this section. You can send additional information on video in Sign Language if you wish.

Please send completed application forms to:

**Strictly Private and Confidential
Recruitment, BDA, 356 Holloway Road, London, N7 6PA
OR by Email to bda@bda.org.uk**