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| **Application for employment** | | | | | | | | | | | | | | | | | | |
| **Return this form to:** recruitment@wearetempo.org | | | | | | | | | | | | | | | | | | |
| **Position applied for:** | | | | | | | | | | | | | | | | | | |
| **WHERE DID YOU SEE THIS JOB ADVERTISED?** | | | | | | | | |  | | | | | | | | | |
| **Personal Details** | | | | | | | | | | | | | | | | | | |
| **Title:** | | | | | |  | | | | | | | | | | | | |
| **Name:** | | | | | |  | | | | | | | | | | | | |
| **Address:** | | | | | |  | | | | | | | | | | | | |
| **Email:** | | | | | |  | | | | | | | | | | | | |
| **Telephone (Landline):** | | | | | |  | | | | | | | | | | | | |
| **Telephone (Mobile):** | | | | | |  | | | | | | | | | | | | |
| **National Insurance No:** | | | | | |  | | | | | | | | | | | | |
| Do you have the legal right to live and work in the UK? | | | | | | | | | | | **Yes** | |  | | **No** | |  | |
| Is this subject to having a work permit? | | | | | | | | | | | **Yes** | |  | | **No** | |  | |
| If yes, please provide details: | | | | | | | | | | | | | | | | | | |
| You will need to produce photographic identification and proof of the above if you are offered the post. | | | | | | | | | | | | | | | | | | |
| **Education and Qualifications**  Please list all of the qualifications that you have taken (e.g. NVQ, GCSE, O-Level, A-Level, AS Level, Highers Degree etc.)  Please list all of your subjects and grades/scores achieved and ensure to include details of any qualifications you have achieved that are listed as Essential or Desirable on the person specification for the vacancy you are applying for. If we require any further information, we will contact you in due course. However please note that this may slow down the processing of your application, so please include as much detail as possible in this section. | | | | | | | | | | | | | | | | | | |
| **Secondary School/**  **College/ University/**  **Organising Body** | | | **Course / Subject**  **Studied** | | | | | **Dates**  **From and To** | | | | **Qualifications/**  **Grade & Date**  **Obtained** | | | | | | |
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| **Job Related / Professional Training**  Please list all of the job related training that you have undertaken. Please include vocational courses as well as any other type of professional development. | | | | | | | | | | | | | | | | | | |
| **Title of Course** | | | | | **Details** | | | | | **Date Completed** | | | | | | | | |
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| **Present or Last Employment**  Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. If you currently have more than one job then please provide details of your ‘main job’ here and use the Previous Employment section to capture information about your other jobs. If you have never been employed please provide details of any voluntary work or work experience you may be undertaking. Please explain any breaks in employment dates. | | | | | | | | | | | | | | | | | | |
| **Name & Address of Employer:** | | | |  | | | | | | | | | | | | | | |
| **Job Title and Main Duties:** | | | |  | | | | | | | | | | | | | | |
| **Date Commenced:** | | | |  | | | | **Salary:** | | | |  | | | | | | |
| **Reason for leaving / wanting to leave:** | | | |  | | | | | | | | | | | | | | |
| **Previous Employment** | | | | | | | | | | | | | | | | | | |
| **Name and Address of Employer** | | | | | **Job Title and Main Duties** | | | | | **Date of Departure and Reason for Leaving** | | | | | | | | |
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| **Please note here any other employment that you would continue with if you were to be successful in obtaining this role:** | | | | | | | | | | | | | | | | | | |
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| **Membership of Professional Bodies**  Please outline any professional activities in which you are involved and give details of membership of professional bodies, including dates of election. | | | | | | | | | | | | | | | | | | |
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| Experience  Please give specific details of your experience to evidence how you meet the essential criteria outlined on the Person Specification under the sections Knowledge/Education and Experience. Please read the guidance notes provided in the Candidate Pack which explain how to complete this section in more detail. | | | | | | | | | | | | | | | | | | |
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| Competencies  Competencies are about the skills, abilities and attitudes that Tempo Time Credits are looking for in their people. Please provide evidence that demonstrates how you meet the competencies required. Carefully consider the competencies that have been selected and provide examples of your knowledge, skills and experience against these competencies (these examples need not necessarily come from paid employment). Please read the guidance notes provided in the Candidate Pack which explain how to complete this section in more detail. | | | | | | | | | | | | | | | | | | |
| **Problem Solving** - Turns ambiguous or difficult situations into opportunities | | | | | | | | | | | | | | | | | | |
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| **Decision Making** - Makes difficult decisions for the long-term benefit of the organisation | | | | | | | | | | | | | | | | | | |
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| **Working with Others** - Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **References**  Please give the name and contact details of two people, who should not be related to you, from whom references can be obtained.  **One reference MUST be from your present employer or, if you are currently unemployed, your most recent employer.** | | | | | | | | | | | | | | | | | | |
| 1.  Name:  Address:  Telephone:  Email Address: | | | | | | | 2.  Name:  Address:  Telephone:  Email Address: | | | | | | | | | | | |
| Please indicate here whether you consent to Tempo Time Credits Ltd contacting these referees prior to you being offered employment: | | | | | | | | | | | | | | | | | | |
| **Yes** |  |  | | | | | | | | | | | **No** | | |  | | |
| **Criminal Record** | | | | | | | | | | | | | | | | | | |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. | | | | | | | | | | | | | | | | | | |
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| **Equal Opportunities**  The Equality Act defines a disabled person as “a person who has or has had in the past a physical or mental impairment which has substantial long term adverse effect on their ability to carry out normal day-to-day activities”. | | | | | | | | | | | | | | | | | | |
| Under this definition, do you consider yourself to be disabled? | | | | | | | | | | | | | | | | | | |
| **Yes** |  |  | | | | | | | | | | | | **No** | | | |  |
| Applications from disabled people are welcome. We guarantee to interview a disabled applicant who meets the minimum role criteria and will ensure that appropriate support is provided where required. | | | | | | | | | | | | | | | | | | |
| **Data Protection Statement** | | | | | | | | | | | | | | | | | | |
| Tempo Time Credits Ltd will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  The information will be subsequently used for the administration of your employment should you be successful in your application and in relation to any legal challenge which may be made regarding our recruitment practices.  The information may be crosschecked with third parties. We may also pass the information to third parties with a view to detecting or preventing crime or in accordance with other laws which require us to do so.  Your signature on this application form will be taken to signify your agreement to our processing of your sensitive personal data in accordance with our registration with the Information Commissioner. | | | | | | | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Tempo Time Credits Ltd being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period. | | | | | | | | | | | | | | | | | | |
| **Signed:** | | | | | | | | | | | | | | | | | | |  | Date: |
| **Date:** | | | | | | | | | | | | | | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly your name, position applied for and the page number. | | | | | | | | | | | | | | | | | | |

Equal opportunities monitoring form

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| **Unique Identification Number:**  (For office use only) |

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We would be grateful if you could complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately. This information will be treated confidentially and will not be forwarded to the Recruiting Manager(s) nor used in any part of the selection process.

**Age**

|  |  |
| --- | --- |
| Prefer not to say  School age  Over school age - 17  18-24  25-34 | 35-44  45-54  55-64  65-74  75+ |

**Disability**

Do you have a disability?

Prefer not to say

Yes, I am aware I have a disability

No, I don’t have a disability

As far as I am aware, I don’t have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

**Ethnicity**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

**White**

English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveler  Prefer not to say

Any other white background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed / Multiple Ethnic Groups**

White and Black Caribbean  White and Black African

White and Asian  Prefer not to say

Any other mixed background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian / Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black / African / Caribbean / Black British**

African  Caribbean  Prefer not to say

Any other Black / African / Caribbean background, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Ethnic Group**

Arab  Prefer not to say

Any other ethnic group, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion or belief**

|  |  |
| --- | --- |
| Prefer not to say  Buddhist  Christian  Hindu | Jewish  Muslim  Sikh  No Religion |

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender**

Male  Female  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sexual orientation**

Gay Woman / Lesbian  Gay Man  Bisexual  Heterosexual / Straight

Prefer not to say

If you prefer to use your own term, please specify here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CARING RESPONSIBILITIES**

Do you have caring responsibilities? If yes, please tick all that apply:

None

Primary Carer of a Child / Children (Under 18)

Primary Carer of a Disabled Child / Children

Primary Carer of a Disabled Adult (18 and over)

Primary Care of an Older Person

Secondary Carer (another person carries out the main caring role)

Prefer not to say

**Data protection statement**

Tempo Time Credits Ltd uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our General Data Protection Policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website or on request to recruitment@wearetempo.org.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting recruitment@wearetempo.org.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_