**APPLICATION FORM-Part 2**

**CONFIDENTIAL**

Name:

Post applied for:

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| Please complete this form in black ink or typescriptand return to**Danny Maher, Ashford Place, 60 Ashford Road, London, NW2 6TU** or email **Danny.maher@ashfordplace.org.uk** along with **Part 1 Application Form and a covering letter** |

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| HEALTH |
| How many days sickness absence (including any injuries and/or operations) have you had off in the last 5 years? Please provide dates and give reasons.      |
| Do you have any medical condition or disability that you believe we should be aware of in relation to your employment and for which you may require support at work? Yes [ ]  No [ ]  (if yes, please give details)       |
| In your opinion do you need any modifications, adjustments or special equipment for health reasons to assist you in performing this post? Yes [ ]  No [ ]  (if yes, please give details)       |
| ADDITIONAL REQUIREMENTS DURING RECRUIMENTDo you have any additional needs for which we can make adjustments during the recruitment process?Yes [ ]  No [ ]    |
| If yes, please highlight any particular arrangements that can be made on your behalf to enable you to attend the interview and tests, and to help you do the job if appointed:     Are there any dates you would not be able to attend for interview?      |
| PROBITYAre you a relative or spouse/partner/co-habitee of an Ashford Place (AP) employee or a member of AP Board of Management? Yes [ ]  No [ ]    Do you have any direct or indirect financial or personal interests related to AP? Yes [ ]  No [ ]   Are you a Customer of AP? Yes [ ]  No [ ]    |
| DO YOU REQUIRE A WORK PERMIT? |  |  Yes [ ]  No [ ]    |

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| REHABILITATION OF OFFENDERS ACT 1994 |
| In accordance with the spirit of the Rehabilitation of Offenders Act and the relevant Home Office and Criminal Records Bureau guidance, **AP will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.** A full copy of our policy on employing people with criminal convictions can be obtained on request to AP Human Resources Department on 0207 089 5908.* For all AP posts involving the direct provision or management of services to our clients, or Accountancy posts, spent and unspent convictions must be disclosed by all applicants on the form below.
* For all other posts, only unspent convictions must be declared.

This form will be confidential to the panel members and Human Resources staff, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.If you are offered a post at AP, you will be asked to obtain a Criminal Records Disclosure from the Criminal Records Bureau, and the job offer and/or any subsequent contract of employment will be subject to AP being satisfied with the contents of the Disclosure. |
| **Your Name:**  | **Post Applied For:**  |
| **Have you ever been convicted of a criminal offence?** Yes [ ]  No [ ]  If ‘Yes’ please give details including dates and sentences, if applicable:(If you wish, you can tick ‘Yes’ above and send the details requested below in a **Private & Confidential** envelope directly to **Admin, Ashford Place, 60 Ashford Road, London, NW2 6TU.**  |
| **Conviction** | **Dates** | **Sentence (please indicate whether this is current or spent)** |
|  |       |       |
|  |       |       |
| **Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?**      |
| DECLARATIONThe details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment. Such information includes details relating to my health and to any criminal record. |
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| **Signature:**  | **Date:**  |

##### Ashford Place

**DIVERSITY & EQUAL OPPORTUNITIES POLICY**

Ashford Place has an absolute commitment to diversity which is about:

■ Recognising and valuing difference■ Recognising and seeking to redress inequality and disadvantage

Our commitment is firmly founded on our belief that:

■ To offer services that are personal and adaptable we need a diverse staff team who can respond to our clients as individuals.

■To attract, keep and motivate the most talented staff, we need to:

* reach out to all sections of the community
* provide a working environment in which everyone feels valued, respected and able to contribute

In order to make our commitment a reality, we have a clear strategy, policy and plans of action to promote diversity at Ashford Place. In order to help us make our strategy effective, we ask that you assist us to monitor the outcomes of our recruitment practices by completing this form.

**This form is for statistical purposes only. It will be separated from your application forms as soon as it is received and will be kept confidential.**

Your form will not be seen by the recruitment panel, and will not be taken into account in deciding who will be shortlisted, interviewed or appointed. Completion of any or all of the questions is not a requirement for the application, but we would appreciate your co-operation.

**By completing and returning the monitoring form which follows, you consent to AP processing this information for general monitoring purposes in line with diversity and equal opportunities policy. If you are employed, the information will be kept and used for regular internal monitoring of the diversity of AP staff profile against our targets.**

##### Confidential information and not to be submitted as part of recruitment process.

**Ashford Place**

**DIVERSITY AND EQUALITY MONITORING FORM**

1. Please tick the description which you feel is the most appropriate of your ethnic origin **(please choose ONE section from A to E). Then tick the most appropriate box (one box only).** The information you provide will be kept confidential and used for equal opportunities monitoring purposes only.

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| --- | --- | --- | --- | --- | --- |
| **A WHITE** |  |  |  |  |  |
| English  | [ ]  |  |  |  |  |
| Welsh  | [ ]  |  |  |  |  |
| Scottish  | [ ]  |  |  |  |  |
| Northern Irish  | [ ]  |  |  |  |  |
| British  | [ ]  |  |  |  |
| Irish  | [ ]  |  |  |  |
| Gypsy or Irish Traveller  | [ ]  |  |  |  |
| Any other White Background (please describe) | [ ]  |  |  |  |
| **B MIXED / MULTIPLE ETHNIC GROUPS** |  |  |  |  |
| White & Black Caribbean  | [ ]  |  |  |  |  |
| White & Black African  | [ ]  |  |  |  |  |
| White & Asian  | [ ]  |  |  |  |  |
| Any other mixed/multiple ethnic background (please describe)  | [ ]  |  |  |  |  |
| **C ASIAN / ASIAN BRITISH** |  |  |  |  |  |
| Indian  | [ ]  |  |  |  |  |
| Pakistani  | [ ]  |  |  |  |  |
| Bangladeshi  | [ ]  |  |  |  |  |
| Chinese  | [ ]  |  |  |  |  |
| Any other Asian background (please describe)  | [ ]  |  |  |  |
|  |  |  |  |  |
| **D BLACK / AFRICAN / CARIBBEAN / BLACK BRITISH** |  |  |  |  |  |
| African | [ ]  |  |  |  |  |
| Caribbean | [ ]  |  |  |  |  |
| Any other Black, African, Caribbean (please describe) | [ ]  | **\_\_** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **E OTHER ETHNIC GROUP** |  |  |
| Arab | [ ]  |  |  |  |  |
| Any other Ethnic Group (please describe) | [ ]  | **\_\_** |  |  |  |

2. Please indicate your sex: [ ]  Male [ ]  Female

3. Do you identify as:

[ ]  Lesbian/Gay

[ ]  Heterosexual

[ ]  Bisexual

 [ ]  Other

 [ ]  Don't wish to state

4. Which, of the following, if any is your religion:
 [ ]  Atheism [ ]  Jainism

 [ ]  Baha’i [ ]  Judaism

 [ ]  Buddhism [ ]  Rastafarianism

 [ ]  Christianity [ ]  Sikhism

 [ ]  Hinduism [ ]  Zorastrianism (Parsi)

 [ ]  Islam (Muslim) [ ]  No Religion

 [ ]  Don’t wish to state [ ]  Other (Please specify)

5. Have you used or are you using the following services for longer than 6 months? (Tick those that apply)

Mental Health Services [ ]

Substance Misuse Services [ ]

6. Do you have a disability? [ ]  Yes [ ]  No

7. What is your age (at last birthday)      \_

8. Which post have you applied for?

9. How did you find out about the vacancy?