**Completing the Application Form for all jobs at Back in Control Consultancy (BiCC)**

**Guidance notes**

These notes are intended to help you complete the attached application form.  Please fill in the form fully as the information you give us is of vital importance.  It provides the only information on which we can base our decision as to whether your skills, knowledge and experience match the needs of the Job Description and Person Specification, and therefore whether to invite you to interview.

**All applications should be typed and emailed to us by the time and date specified.**

**General points**

▪Before completing the form, refer to the job description and the person specification in the application pack. The job description is an outline of the main duties of the post, and the person specification a description of the skills, experience and competencies necessary to carry out these tasks

▪Please do not submit a CV instead of completing this form.

▪Remember to complete all parts of the application form. If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer

**Employment record**

▪The form asks you to give details, to the nearest month and year, of previous jobs held. Please account for any gaps in your employment record with a description of what you were doing between the relevant dates.

▪In addition, some people will have developed relevant skills through unpaid work.  These details should be included on the form, particularly where the experience has helped you develop knowledge, skills and abilities that we have asked for on the person specification.

▪Do not leave out any relevant experience or skills/knowledge gained, wherever or however it was gained – e.g. voluntary or unpaid work can be important.

**Qualifications and training**

▪As well as telling us about the exams that you have passed, you should also provide information in this section about any relevant courses that you have attended.

**How you meet the Job Description and Person Specification**

▪It is essential that you relate your experience to the information given in both the Job Description and Person Specification, **especially the latter,** in the relevant sections of the application form.  Make sure you give specific examples.  This means: telling us what you did in your job rather than what the team did; and giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.

**References**

▪Check with your referees that they are happy for us to contact them before you put them down, as this saves time.

▪You are asked to supply details of references that cover the last five years of your employment.  One should be your current or last line manager. If you are not able to provide this, please say why.

▪If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, you could include a relevant paid officer or the chair of any relevant committee among your references.

▪If you can only provide the names of friends as referees, do complete the rest of the application and tell us why you can only supply personal referees.

**Rehabilitation of Offenders Act 1974**

▪If you have an “unspent” caution, conviction or bind over.

▪The fact that you have a criminal record does not automatically prevent you from being considered for a job.  We will take in account the nature of the offence, when it happened and if it is relevant to the job.  If you are shortlisted, this will be discussed with you at interview.

**Equal opportunities**

▪The information you provide is for monitoring purposes only and will not be used in any part of the recruitment process.

**Returning the form**

▪You are advised to keep a copy of the completed form.  You may be asked questions at interview about the information you have been given.

▪Return the form ***by e******mail***before the closing date and time. If it arrives late we are unlikely to be able to consider you.

▪We normally only write to applicants if they are shortlisted for interview.

▪Remember, we can only judge your suitability for the job from the information you give us.

If you require further information prior to application, please email Veronica Simpson, info@backincontrolconsultancy.com

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**BiCC JOB APPLICATION FORM**

Please return your completed form by email marked ‘**CEO of Back In Control Consultancy (BiCC)’**to info@backincontrolconsultancy.com

**Closing date and interview date:**

Forms must be returned by:

The interview date will be: ​

|  |  |
| --- | --- |
| **Job Title** |  |

**Please type or write clearly in black ink, for photocopying purposes.**

The selection panel will use the information you provide on this form to assess your application against the criteria in the person specification. Please do not include a general CV or other background material.  Please try to fit all your answers on the form but as we are keen that all applicants do themselves justice, do use an extra sheet if you need more space for any answers.

**Rehabilitation of Offenders Act 1974**

Any information given will be considered only in relation to the particular post for which you are applying.  If you have any criminal convictions, which are not spent, you must disclose those convictions.  **Please provide full details of the offence(s), conviction(s) and caution(s), place them in a sealed envelope and send in a stamped addressed envelope to the Veronica Simpson – CEO of Back In Control Consultancy (BiCC) along with a short covering letter noting the role you are applying for, your name and address**.  If you are not selected for this post, the stamped addressed envelope will be returned to you unopened.

**NB:** Applicants should be aware that providing false information to obtain employment is a criminal offence (S16 Theft Act).

|  |  |
| --- | --- |
| **Applicant Name:** |   |
| **Address:** |      |
| **Evening telephone no:** |   |
| **Daytime telephone no:** |   |
| **Mobile:** |   |
| **E-mail address:** |   |

**References**

Give the names and addresses (and daytime telephone numbers if possible) of 2 referees, one of whom should be your present or most recent employer (line manager) whether in a paid or unpaid capacity who will be able to confirm your suitability for this post. They will only be contacted if you are invited to interview.  **Please state if you do not wish either one of your referees to be contacted prior to interview.**

|  |  |  |
| --- | --- | --- |
|   | **Referee 1** | **Referee 2** |
| **Name and address:** |     |   |
| **Daytime contact no:** |   |   |
| **Email:** |   |   |
| **In what capacity do you know this person?** |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you subject to immigration control? (Please delete as appropriate)** | YES |   | NO |
| **Are you a friend or relative of a current or former member of Council or staff of Women’s Aid Federation of England? (Please delete as appropriate)****If yes, please provide their name and nature of the relationship:**   | YES |   | NO |

**Declaration**

Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate, or should there be any wilful suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

I certify that to the best of my knowledge the information provided is correct and understand that this declaration constitutes part of the terms of contract for employment if I am successful.

|  |  |
| --- | --- |
| **Signed\*** |   |
| **Dated** |   |

*\* If invited to interview you will be asked to sign this formal declaration.*

**I am a disabled person and would like to be invited to interview if I meet the essential criteria for this role**

1. Please tell us about your present and previous work experience (paid or unpaid), including the title of your job, who you were employed by or working for and the range of duties undertaken, in date order starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Dates**​ | **Job title and employer** | **Duties undertaken and experience gained** |
|   |   |   |

2. Please tell us about any training you have done or qualifications you have, in date order starting with the most recent, which you consider relevant to the post for which you are applying.  We are interested in relevant qualifications, work and life experience, which are all equally important.

|  |  |
| --- | --- |
| **Dates**​ | **Details** |
|   |   |

3.​ Please use this section to explain how your skills, knowledge and experience are relevant to this post and the work involved.  Make sure you have read the job description and person specification carefully first.  Remember to include any relevant voluntary work, involvement with women's, community or voluntary organisations, and life experience as well as your present or previous employment.  Add extra sheets if necessary.

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|   |

4. Please explain why you want this post.

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|   |

Please complete and return the equal opportunities monitoring form and email it with your application form.  You might want to take a copy of this form for your records before you send it to us.

​ If you are providing information relating to criminal convictions, please follow the notes at the beginning of the form carefully.  This information will be kept confidential and the envelope will remain sealed unless you are offered a post.

**Back in Control Consultancy (BiCC) Equal Opportunities Monitoring Form**

This form will be separated from your other application documents and will be used for monitoring purposes only

|  |  |
| --- | --- |
| **Where did you see this job advertised?** |   |

|  |
| --- |
| **Age Group** |

What is your age group? *Please select.*

|  |  |  |  |
| --- | --- | --- | --- |
| 20 – 30 years |  |  |  |
| 31 – 40 years |  |  |  |
| 41 – 50 years |  |   |
| 51 – 60 years |  |  |
| 60 years +  |  |  |
|  |  |  |
| **Disability** |

*You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be disabled? (*Please select)* | Yes |  | No |  |

|  |
| --- |
| **Ethic Origin** |

*Please note that these categories reflect those used in the 2001 Census.*

How would you describe your ethnic origin?  (If you do not identify with any of the categories listed, please use the “other” categories).

*Please tick one box.*

|  |  |  |
| --- | --- | --- |
| WHITE | British |  |
|   | Irish |  |
|   | Other white |  |
| MIXED | White & black Caribbean |  |
|   | White & black African |  |
|   | White & Asian |  |
|   | Other mixed |  |
| ASIAN OR ASIAN BRITISH | Indian |  |
|   | Pakistani |  |
|   | Bangladeshi |  |
|   | Other Asian |  |
| BLACK OR BLACK BRITISH | Caribbean |  |
|   | African |  |
|   | Other black |  |
| CHINESE OR OTHER | Chinese |  |
|   | Other ethnic group |  |
|   | Don’t know/not sure |  |
|   | Would rather not state |  |

|  |  |
| --- | --- |
| **Religion/Belief** | **Sexual Orientation** |
| How would you describe your religion/ belief? | How would you describe your sexual orientation? |
| Christian |  | Heterosexual |  |
| Buddhist |  | Gay/lesbian |  |
| Hindu |  | Bisexual |  |
| Jewish |  | Don’t know/not sure |  |
| Muslim |  | Would rather not state |  |
| Sikh |  |   |   |
| Other |  | **Gender** |   |
| None |  | Female |  |
| Don’t know/not sure |  | Male |  |
| Would rather not state |  |   |   |