****

|  |  |
| --- | --- |
| **APPLICATION FORM** |  |
| **Part One (Personnel)** |  |

The NASUWT is committed to fair recruitment and employment practice. Please ensure that you read the Guidance included in your Application Pack **BEFORE** completing the forms.

All applications for employment within the NASUWT will be assessed on merit, based only on evidence supplied by job applicants against the requirements of the person specification and the job description.

It is **ESSENTIAL** when completing your application form that you address all the criteria listed in the person specification. The appointment panel will base its decisions on the evidence you provide to support your application and any evidence provided by your nominated referee.

|  |
| --- |
| ***No information contained on this form is shared with the shortlisting panel and only information relating to a disability or other condition that necessitates an adjustment to the interview itself will be shared with the interview panel. Other information will not be shared.*** |

The data is used to

1. Ensure any necessary adjustments are made to the process so that no candidate is disadvantaged due to a disability or other underlying condition;
2. Sift out any candidates who fail to meet minimum objective essential person specification criteria
3. Conduct anonymised monitoring and analysis of the recruitment procedure.

In order to identify and resolve any potential difficulties a member of the NASUWT Personnel Department may contact you to discuss information disclosed on this form prior to shortlisting if it is relevant to the appointment process.

If appointed, you will be required to provide additional information relevant to your actual employment.

You **MUST** include your NI number on both this form and the Application Form this is to ensure that following the end of the recruitment process your personal and equality information can be matched with your application for analysis.

If you do not have a NI number then use another personal identifier such as your driving licence or passport on both documents.

Please ensure that you sign the document in the final section.

|  |  |
| --- | --- |
| **Job title:** | Conference Coordinator |
| **Location:** | Hillscourt Education Centre, Rednal, Birmingham |
| **Job Reference Number:** | CC24 |

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| **Preferred Pronoun** |  | Prefer not to say ☐ |
| **Full Name:** | Title: | |
| **NI Number or other identifier** |  | |
| **Telephone Number:** |  | |
| **Date of Birth/Age:** |  | |
| **Email Address:** |  | |
| **Postal Address:** |  | |
| **Have you been resident at this address for more than six months?** | Yes ☐ No ☐ | |

|  |  |
| --- | --- |
| **I confirm that I have a permanent right to work in the UK and do not require sponsorship of an employment visa.**  Please note that under Section 8 of the Asylum and Immigration Act 1996 we must obtain evidence that the successful applicant is entitled to be employed in the United Kingdom. | Yes  No |

|  |  |
| --- | --- |
| I confirm that I am not, and have never been, a member of any Far Right or other extremist organisation. | Yes ☐ No ☐ |

|  |  |
| --- | --- |
| Do you have a full valid UK driving licence? | Yes  No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REHABILITATION OF OFFENDERS** | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the rehabilitation of offenders Act 1974 exceptions order 1975 (as amended 2013).  (NB you do not need to disclose convictions deemed spent under the Rehabilitation of Offenders Act 1974 exceptions order 1975 amended 2013. Please refer to Appendix 1 of “Guidance for Applicants”. | | | | | Yes  No | |
| If yes, Please provide details of the conviction | |  | | | | |
|  | | | | | | |
| **DISABILITY** | | | | | | |
| **Do you have a disability** | Yes | |  | No | |  |
| If you are invited to attend an interview, and require the arrangements to be adjusted to enable your full participation then you should notify the Personnel team of these immediately. | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender Identity:** | | | | | |
| Which gender do you identify as? | Male |  | Female | |  |
| Intersex |  | Non-Binary | |  |
| Other |  | Prefer to self describe | |  |
| If other/self description, please specify : |  | | | | |
| Is your gender identity the same as the sex you were assigned at birth? | Yes |  | | No |  |
|  | | | | | |
| **Sexual Orientation** | | | | | |
|  | Heterosexual |  | Bisexual | |  |
| Lesbian/Gay Woman |  | Gay Man | |  |
| Other |  |  | |  |
| If other, please specify: |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RELIGION** | | | | | | |
| Buddhist | ☐ | Judaism | | ☐ | No Religion | ☐ |
| Christian |  | Muslim | |  | Other | ☐ |
| Hindu | ☐ | Sikh | | ☐ |  | |
| If other, please specify: | | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ETHNIC ORIGIN** | | | | | |
| Asian or Asian British | | Black, African, Caribbean or Black British | | Mixed or Multiple ethnic groups | |
| Bangladeshi |  | African |  | White and Asian |  |
| Chinese |  | Caribbean |  | White and Black African |  |
| Indian |  | Any other Black, African or Caribbean background |  | White and Black Caribbean |  |
| Pakistani |  |  |  | Any other Mixed or Multiple ethnic background |  |
| Any other Asian background |  |  |  |  |  |
| Other Ethnic Group | | White |  |  |  |
| Arab |  | English, Welsh, Scottish, Northern Irish or British Irish Gypsy or Irish Traveller | | |  |
| Any other ethnic group |  | Any other White background | | |  |
|  |  |  | | |  |

|  |
| --- |
| **REFERENCES** |
| Please provide details of **two** referees, the first of whom **must** be your current or most recent employer. You may be asked to provide additional employment references if you have been employed for less than 12 months by your first referee. Referees will only be contacted after you have been given a conditional offer of employment. |

|  |  |
| --- | --- |
| **Referee 1** – must be from your most recent employer. Only references from a direct line manager or HR department are accepted. | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Employer / Company Name: |  |
| Contact Number: |  |
| Email Address: |  |
| Postal Address: |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Employer (if applicable): |  |
| Contact Number: |  |
| Email Address: |  |
| Postal Address: |  |

|  |
| --- |
| **DECLARATION**  **Please ensure you read Section 6 of the Guidance for Applicants**  I have not been provided with any detailed advice, guidance or other information relating to my application for this post by anyone involved in, or associated with, the recruitment process.  I am/am not aware of any potential conflict of interest arising from my appointment.  (If yes, Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I am/am not related to any current employees of the NASUWT (including family, and/or close personal relationships).  (If yes, Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I confirm that the information I provide throughout the recruitment process is a complete, and true account. I understand that should I be appointed any misrepresentation, relevant omission or falsehood provided at any stage will be treated as potential gross misconduct and may result in my dismissal.  **Signed……………………………………………………………………**  **Date………………………………………………………………………** |

Please return this form and Part Two (Shortlisting) to: [peopleanddvelopment@mail.nasuwt.org.uk](mailto:peopleanddvelopment@mail.nasuwt.org.uk)

**PLEASE DO NOT PDF YOUR APPLICATION FORMS** – **The application forms should be submitted as a word document.**