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**CONFIDENTIAL**

**Application Form**

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| **For the post of** | Sessional Activity Worker |
| **Location** | Avon-wide | **Closing date** | 15th Nov 2021 |

Selection for interview will be made only from application forms that have been completed

in full and returned by the advertised closing date. You can send in CVs as well if you wish, but they are not required unless you are selected for an interview.

Please return your completed form to harry@diverseuk.org or post to :

Bristol Asperger Social Group 8 Teewell Hill – Bristol – BS16 5PA

Diverse UK is committed to equal opportunities at all stages of the recruitment process. If you have difficulty in completing this application form, it can be completed by another person but it must be signed by you and made clear that it has been completed on your behalf. We will also accept alternative format responses to the questions. These can be via video or another creative style that still covers the answers to the questions.

**Section 1: Personal details**

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| **Surname** |  |
| **First name(s)** |  |
| **Home address** |  |
| **Postcode** |  |
| **Email** |  |
| **Mobile number** |  |
| **Home telephone number** |  |
| **National Insurance number** |  |

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| *Please delete as appropriate* |
| **Are you eligible to work in the UK?** In accordance with the amendment to the Immigration, Asylum, and Nationality Act 2006, effective 29 February 2008, you are required to provide proof of the Right to Work in the UK. | **Yes / No** |
| **Are you related to or partner of any employee of Diverse UK, or its Trustees? If yes, please give details below** | **Yes / No** |
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**Section 2: Other employment**

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| *Please delete as appropriate* |
| **If you are successful in your application, do you intend to work for another employer?** | **Yes / No** |
| **If yes, will your total working hours exceed 48 per week?** | **Yes / No** |

**Section 3: Start date**

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| **If you are successful in your application what would be the earliest date on which you could start work?** |  |

**Section 4: Declaration of criminal record**

Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record, under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions (Scotland) Order 2013). You must provide information. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you are shortlisted and have declared a criminal record, if we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information or have any concerns about filling in this declaration, please contact HR.

In the event that your application is successful, you will be formally offered the post after a satisfactory enhanced Disclosure and Barring check.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of the cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/collections/dbs-filtering-guidance).

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| *Please delete as appropriate* |
| **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** | **Yes / No** |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | **Yes / No** |
| **Are you barred from working with vulnerable groups or subject to sanctions of a regulatory body?** | **Yes / No** |
| **Are you aware of any pending enquiries about your fitness to practise or breaches of code of conduct?** | **Yes / No** |
| **If yes to any of the above, please supply details**  |
| **Nature of offence***(i.e. conviction, caution, bind over, reprimand, warning or allegation)* | **Offence** | **Date of offence** | **Disposal (if known)** |
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| **Have you ever been interviewed in connection with or been the subject of any investigation or enquiry into abuse or other inappropriate behaviour? If yes, please provide details below***Only answer Yes if you have been interviewed or investigated as an alleged perpetrator of abuse or inappropriate behaviour* | **Yes / No** |
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**Section 5: Education**

Please give details of all secondary schools, colleges, universities attended and examinations passed, including certificates, diplomas or degrees. You may be asked to provide the original of your qualification.

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| **School / College / University** | **Qualifications** | **Grade** | **Date passed** |
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**Section 6: Professional membership**

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| **Name of professional body** | **Date of membership** | **Status** |
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**Section 7: Professional qualifications**

If you are shortlisted for interview you will be asked to bring documentary evidence of your qualifications and we will verify this.

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| **Please give details of any other relevant education or training you have undertaken** **(including non-exam courses)** |
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**Section 8: Employment record**

Please list chronologically, starting with your current or last employer, your full employment history since leaving school including any voluntary work. You must explain any significant gaps in your employment history.

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| **Employer’s name and address** | **Post held** | **Brief outline of duties** | **Date from-to** | **Salary & reason for leaving** *(if applicable)* |
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**Section 9: References**

Please give details of two people from whom references can be sought. One of the referees must be your current or most recent employer – references from friends or relatives cannot be accepted. References will only be taken if you commence employment with us.

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| **Reference one** | **Reference two** |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship** |  | **Relationship** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
| **Email** |  | **Email** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Dates employed** |  | **Dates employed** |  |

**For the next few questions we understand that filling in forms and writing long bits of text can be a barrier to some people who may want to apply. Therefore, we will happily accept alternative formats or styles of responses to the questions below. Please just make sure you clearly answer each question so that we can see how you meet the person specification.**

**Section 10: Why would you like to work for Diverse UK as a Sessional Worker?**

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**Section 11: What Green Space Activities would you want to run and develop? Please also tell us how you would start this process? (Examples are Cycling, walking, swimming, anything that can be done outside…)**

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**Section 12: Explain and give an example as to how you meet the following areas of the person specification. You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.**

* Understanding of the barriers faced by Deaf and disabled people when accessing employment, activities and volunteering opportunities
* A commitment to our values, including equal opportunities and the social model of disability
* An understanding of why it is crucial that people in the Autistic Community actively participate in the design of any project which seeks to improve accessibility.

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**Section 13: Explain and give an example as to how you meet the following areas of the person specification. You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.**

* An ability to manage both staff and volunteer mentors in a supportive and effective manner, that considers their access requirements.
* An ability to plan and deliver activities.

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 **Section 14: Explain and give an example as to how you meet the following areas of the person specification. You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.**

* An ability to manage both staff and volunteer mentors in a supportive and effective manner, that considers their access requirements.
* An ability to plan and deliver activities.

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**Section 15: Explain and give an example as to how you meet the following areas of the person specification. You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.**

* The ability to communicate well with a range of different people, including trustees, senior managers, colleagues, volunteers and different external contacts.
* The ability to form partnerships and work productively with other organisations.
* A flexible and pro-active approach to work.

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**Section 16: Supporting statement**

Complete this section as fully as possible. **It is very important in short listing for interview**. Please refer to the **person specification and job description** to see what skills, experience and knowledge are required for this job. State details of any special skills, qualifications or experience which make you particularly suitable to this post. Include both relevant paid and voluntary experience. Continue on a separate sheet if necessary, but please limit it to only one extra sheet of A4. This is the part where we want you to show us who you are and why you would be a great employee for Diverse UK.

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***Supporting statement (continued)***

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| If you were offered the job how would do you intend to travel to groups? |
| Please state your travelling arrangements here: |

**Data Protection**

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| **The information that you supply in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personal file. If you are not successful your details will be kept for six months and then destroyed.****I understand that the information on my job application may be held securely on manual or computer systems** |
| Signed: | Date: |

**Declaration**

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| **I confirm that all the information I have supplied in this form is to the best of my knowledge, correct.****I further confirm that there are no matters which could affect my application which I have not declared, including my fitness to undertake the role.****I understand that providing false information may lead to withdrawal of any offer of employment or termination of future employment.** |
| Signed: | Date: |

Please return your fully completed form to harry@diverseuk.org

**Or post to Diverse UK - 8 Teewell Hill – Bristol - BS16 5PA**

Diverse UK is part of Bristol Asperger Social Group, Registered Charity Number in England and Wales 1170255.