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| **JOB APPLICATION FORM** | | | | | | | |
| **Please complete in black ink only or type & return by email to:** [**Chris@redbridgeforum.co.uk**](mailto:Chris@redbridgeforum.co.uk)  **Or by post to:**  **Redbridge Forum**  **The Trinity Centre**  **Baxter Road, Ilford**  **Essex**  **IG1 2HN**  **Application forms to be received by 12 noon on Thursday 14th August 2025.** | | | | | | | |
| **Post Applied For:**  Lead Project Worker, ‘Brighter Futures’ | | | | **Where did you see this post advertised:** | | | |
| **Surname:** | | | **Title:** | **First Names:** | | | |
| **Home Address:**    **Post Code:** | | | | **Home No:** | | | |
| **Mobile No:** | | | |
| **Work No:**    **Is it ok to contact you at work? Yes**  **No** | | | |
| **Email Address:** | | | |
| **National Insurance No:** | | | |
| **Are you eligible to work in the UK? Yes**  **No**  **You will be asked to evidence this is successful in your application.** | | | |  | | | |
| **List any previous names you have been known by:** | | | | | | | |
| **Current Employment/voluntary Placement** | | | | | | | |
| **Start Date** | **Name and address**  **of employer** | | | | **Position held**  **& brief outline of duties** | | **Reason for leaving** |
|  |  | | | |  | |  |
| **Current salary**  **(Per annum)** |  | **Current holiday entitlement (Days per annum)** | | |  | **Notice period** |  |

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| **List your previous employment/volunteering back to leaving school**  **Starting with most recent** | | | | |
| **Dates of service** | | **Name and address**  **of employer** | **Position held**  **& brief outline of duties** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

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| **Reasons For Applying for this Post** |
| Please list **any** special knowledge, qualifications, training, experience (including voluntary experience), abilities and skills you have attained which will support your application. Please make particular reference to the job description and person specification for this post. Please continue on an A4 sheet if necessary. |
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| **Education (From secondary education only)** | | | | | | |
| **School/Academic institution attended** | | **Date attained** | | **Subjects (if applicable)** | | **Qualifications/**  **Grade** |
|  | |  | |  | |  |
| **Relevant Training Courses Attended (in the last 3 years)** | | | | | | |
| **Dates attended** | **Course title** | | | | | **Organising body** |
|  |  | | | | |  |
| **Language Skills** Please list details of any language skills. | | | | | | |
| **Language** | | | **Level of skill** | | **Qualifications** | |
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| **References** | | |
| Redbridge Forum, requires the names and contact details of **two referees**, one of whom must be your current or most recent line manager or tutor in the case of college or school leavers, the other could be a previous employer or a character reference. **They must not be a relative.** If you feel further referees will be of use to your application you may add them on a separate sheet, for example if you were previously working with children but are not now. | | |
| **Current or most recent employer.** | | **Character or second reference**: This could be a neighbour, acquaintance, business acquaintances, customer, professors/academic advisors, and vendors can all make good references. |
| **Name:** | **Name:** | |
| **Position:** | **Position:** | |
| **Organisation:** | **Organisation:** | |
| **Relationship:** | **Relationship:** | |
| **How long have you been known to this referee?**  **(Please provide dates month/year)** | **How long have you been known to this referee?**  **(Please provide dates month/year)** | |
| **Address:**    **Post code:** | **Address:**    **Post code:** | |
| **Telephone No:** | **Telephone No:** | |
| **Email:** | **Email:** | |
| **May we contact before interview? Yes  No** | **May we contact before interview? Yes  No** | |
| **Declaration** | | |
| I declare that all information provided on this application is true and correct. I understand that any falsification of information will result in the application being withdrawn from the recruitment process or if in employment may result in disciplinary action.  The information that you provide on this form and that obtained from relevant sources will be used in the administration of your employment. The personal information that you give us will be used in a confidential manner to help us monitor the recruitment process.  We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected with third parties or with other information held by us. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law.  By signing this application form you declare to understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed above) in accordance with the Data Protection Act 1998. | | |
| **Signature:** | | **Date:** |

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| **Disclosure of Criminal Convictions** |
| The position for which you are applying is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986. This means that you are required by law to disclose **all** spent and unspent criminal convictions. This should also include referral to or inclusion on any government list or regulatory body restricting or preventing you from working with children or vulnerable adults. You may if you so wish provide this information in a sealed envelope.  **Where no convictions have been recorded against you, write NONE across the boxes.**   |  |  |  | | --- | --- | --- | | **Offence** | **Date of Conviction** | **Sentence** | |  |  |  |   If you are convicted later during the application process, you must inform the Human Resources Department of the details  I certify that, to the best of my knowledge, the information that I have entered is factually correct and I understand that any false information may result in my application being removed from the recruitment process or in the event of employment, result in disciplinary action which could include dismissal by Coram.   |  |  | | --- | --- | | **Name:** | **Signature:** | | **Date:** | |   **Due to the nature of our work with vulnerable Adults and Children Redbridge Forum will carry out stringent checks to verify your suitability to work with our client group, including but not limited to an Enhanced DBS check and a thorough identity check.**  **Failure to complete this declaration will result in your application being withdrawn, before confirmation of, post you will have to pass an enhanced DBS and identity check.** |

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| **Diversity Monitoring** | |
| Redbridge Forum is committed to eliminating prejudice, discrimination and harassment against any employee, individual or group on the grounds of age, class, religion or belief, gender, disability, race (ethnic or national origin), sexual orientation, HIV status, or employment status, e.g. part-time workers**.** Redbridge Forum is also committed to the active promotion of equal opportunities in its employment practices in the work it undertakes and in the provision of all its services  The following will be used solely for monitoring our diversity Information and recruitment activity. It will be treated as confidential under the terms of the Data Protection Act and will not be used to assess suitability for the job or in the selection decision. This sheet will be detached before your application is considered and the Human Resources Department will maintain the information confidentially. It will not be possible to identify individuals from the statistics. | |
| **Details** | |
| **Gender: Male**  **Female** | **Date of Birth:** |
| **Ethnic Monitoring**  Ethnic origin is *not the same as nationality; place of birth or citizenship*, but about your broad ethnic group  (Please note these categories are provided and recommended by the office for national statistics as supported by Code of Practice on Racial Equality in Employment)   |  |  |  |  | | --- | --- | --- | --- | | **Categories** | **Please tick, as far as possible, your ethnic origin.** | | | | **White** | **British**  **Irish**  **Other** |  |  | | **Mixed** | **Mixed** |  | **Please state:** | | **Asian or Asian British** | **Indian**  **Pakistani**  **Bangladeshi** |  |  | | **Black or Black British** | **Caribbean**  **African**  **Other** |  |  | | **Chinese** | **Chinese** |  |  | | **Other ethnic group:** | **Other Ethnic Group** |  | **Please state:** | | **Nationality:** |  | | | | |
| **Disability**  Disability is defined in the Disability Discrimination Act 1995 as a condition that has a substantial long-term effect on ability to carry out normal day to day activities. | |
| **Question: Do you consider yourself to have a disability? Yes**  **No**  **If yes, please provide additional details indicating the level of this disability.** | |