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| Application Form |
| **Post applied for** |
|       |
| **Surname** |
|       |
| **First name(s)** |
|       |
| **Address** |
|       |
| **Telephone number(s)** |
|       |
| **Email address** |
|       |
| Do you have any disability access requirements you would like us to take into consideration? |
|       |

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| Paid and voluntary experience |
| Role title |       |
| Start date |       | End date |       |
| Organisation |       |
| Brief description of main duties and responsibilities (max 150 words) |
|       |
| Role title |       |
| Start date |       | End date |       |
| Organisation |       |
| Brief description of main duties and responsibilities (max 150 words) |
|       |
| Role title |       |
| Start date |       | End date |       |
| Organisation |       |
| Brief description of main duties and responsibilities (max 150 words) |
|       |
| Paid and voluntary experience continued |
| Role title |       |
| Start date |       | End date |       |
| Organisation |       |
| Brief description of main duties and responsibilities (max 150 words) |
|       |
| Role title |       |
| Start date |       | End date |       |
| Organisation |       |
| Brief description of main duties and responsibilities (max 150 words) |
|       |
| Role title |       |
| Start date |       | End date |       |
| Organisation |       |
| Brief description of main duties and responsibilities (max 150 words) |
|       |

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| Experience/suitability/interests (max 1000 words)Short listing and selection will be based on the requirements set out in the Person Specification. Please address these requirements in your application. Read ‘Information about our recruitment process for applicants’ for further information about how to do this. |
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| References Please give details of two referees who would be willing to give their opinion of your character and suitability for this job, (preferably, one would be your last employer/volunteer organiser) |
| Referee 1 |
| Name of referee 1 |       |
| Name of organisation |       |
| Job title |       |
| Address |       |
| **Telephone** |       |
| Email |       |
| Can we contact prior to interviews? | [ ]  Yes | [ ]  No |
| Referee 2 |
| Name of referee 2 |       |
| Name of organisation |       |
| Job title |       |
| Address |       |
| Telephone |       |
| Email |       |
| Can we contact prior to interviews? | [ ]  Yes | [ ]  No |

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| Asylum and Immigration Act |
| It will be a condition prior to employment that evidence regarding eligibility to work in the United Kingdom is provided. This evidence could include a birth certificate, P45, pay slip, P60, National Insurance card or an appropriately endorsed passport. |
| IMPORTANT – Candidate information |
| 1. Due to the work of Nottingham Women’s Centre applicants must be a self-identifying woman under the Equality Act 2010, Part 1, Schedule 9
2. If you are offered a post then prior to the commencement of your employment at Nottingham Women’s Centre you may need to provide:
	1. Confirmation that you are not part of a group/organisation with racist philosophy, aims, principles or policies
	2. A Disclosure and Barring Service check (Formerly Criminal Records Bureau - CRB)
	3. Proof of address
	4. References
	5. A professional registration check
	6. Proof of qualifications
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| Declaration |
| I certify that the information provided in this application form is correct and agree that it should form part of the basis of my engagement. I authorise Nottingham Women’s Centre to check the information I have supplied. I understand that falsification of qualification or information may lead to withdrawal of any offer of employment and/or dismissal without notice. |
| General Data Protection Act 2018 |
| The recruitment panel will be given the information you have provided on this application. All information will be held securely and used only in connection with matters associated with employment at the Nottingham Women’s Centre.All, or part of, the information provided may be disclosed or supplied to external organisations or bodies such as Courts, Bailiffs, Benefits Agency and any other charging authority for the following purposes:* The prevention of crime
* The apprehension or prosecution of offenders
* The assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters
* Data matching initiatives with other statutory bodies for the purpose of fraud prevention and detection

I am aware that Nottingham Women’s Centre may create and maintain computer and paper records about me; that these will be processed in accordance with the General Data Protection Act 2018 and may be used for the purposes detailed above. |
| Signature |       | Date |       |
| If you have completed this application electronically and are invited to interview you will be asked to sign this form. |

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| Monitoring information |
| Post applied for |       |
| Please tick the appropriate boxes below (all questions are optional)GENERAL DATA PROTECTION ACT 2018Monitoring of protected characteristics by Nottingham Women’s Centre helps us to see that we are reaching all parts of the community, without discriminationThe data collected for monitoring purposes is held separately from the application forms, aggregated, and subject to strictly controlled access procedures |
| Age | [ ]  18 - 25 | [ ]  26 - 35 | [ ]  36 - 45 |
| [ ]  46 - 55 | [ ]  56 - 65 | [ ]  66 + |
| How do you describe your gender? | [ ]  Woman | [ ]  Prefer not to say |
| [ ]  In another way (please state)       |
| Do you identify as a gender other than the one you were assigned at birth? (i.e. you are a trans person/a person with a trans history) | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| Sexual orientation | [ ]  Heterosexual/straight | [ ] Lesbian/gay  | [ ]  Bisexual |
| [ ]  Asexual | [ ]  Other | [ ]  Prefer not to say |
| Do you consider yourself disabled? | [ ]  Yes | [ ]  No |
| Please indicate in your application form any special assistance that you may require if selected for interview |
| How do you describe your ethnicity?  |       |
| Have you experienced racism? | [ ]  Yes [ ]  No [ ]  Prefer not to say |
| How did you hear about this vacancy? |       |