

	<h2>DOUBLE IMPACT SERVICES LTD EMPLOYMENT APPLICATION FORM</h2>	<b>HRR002 V2 MAY 2018</b>
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**POSITION APPLIED FOR** (This page of the application form will be removed before shortlisting)

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**PERSONAL DETAILS**

Title:	<input type="text"/>	Forename(s):	<input type="text"/>
Surname:	<input type="text"/>		
Address:	<input type="text"/>	Landline:	<input type="text"/>
		Mobile:	<input type="text"/>
		Preferred?	<input type="text"/>
Postcode:	<input type="text"/>	Email:	<input type="text"/>

**ARE YOU AN EEA NATIONAL?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Persons born outside the UK will be required to show a copy of their passport to meet current compliance and immigration legislation.
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**REFEREES**

Please give the name, position and address of two people who may be approached as referees in support of your application (one should be your present or most recent employer). References will only be contacted once an offer of employment has been made.

Full Name:	<input type="text"/>	Full Name:	<input type="text"/>
Relationship to you:	<input type="text"/>	Relationship to you:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Tel:	<input type="text"/>	Tel:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

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**DRIVING LICENSE**  
For some positions the requirement to drive is essential or desirable (see person specification)

Do you hold a full driving license?	Yes		No	
Endorsements?	Yes		No	

If Yes to the above, please give further details including dates:

**OTHER INFORMATION**

Have you ever worked or applied to work for this business before? If 'Yes' please give details:	Yes		No	

## REHABILITATION OF OFFENDERS

This page of the application form will be detached from your application before shortlisting. It will be stored securely and only reviewed for successful applicants. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview the information will be destroyed.

Double Impact has a duty to ensure that that all our service users are protected from abuse. Double Impact is therefore exempt from the Rehabilitation of Offenders Act 1974. We therefore ask all those in posts involving direct provision of services to our vulnerable people to complete an enhanced Disclosure and Barring Service (DBS) application before commencing work with us. It is therefore very important that you declare to us all criminal convictions whether spent or unspent that you have received. This should include details of all cautions, reprimands or final warnings. (See our policy on the recruitment of ex-offenders and our policy on criminal records which has been provided as part of the job application pack and which can also be found on the jobs page of our website <https://www.doubleimpact.org.uk/about-us/job-opportunities>).

The information that we gather as part of this process will only be used for the purpose of minimising risk in the recruitment and selection of workers and for no other reason. The disclosure of a criminal record will not automatically prevent you from being appointed unless Double Impact Services considers that the record renders you unsuitable for appointment.

Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge?

Yes

No

Do you have any police investigations or charges pending?

Yes

No

If you have answered 'Yes' to either of the two questions above, please give full details here:

Would you be willing to undergo a Disclosure and Barring Service (DBS) Check?

Yes

No

Are you a member of the DBS online update service?

Yes

No

If 'Yes' to the above, do you authorise Double Impact to access you details?	Yes		No	
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**CONSENT**

By ticking the box below I confirm I agree to Double Impact Services processing and using my personal data with respect to criminal convictions for the purposes specified on this form. I can confirm that the recruitment of ex-offenders policy and policy on criminal records has been provided as part of the job application pack (If applying online please see the jobs page of our website <https://www.doubleimpact.org.uk/about-us/job-opportunities> where the policies can be downloaded).

I understand that I am able to withdraw my consent at any time by contacting the Human Resources Manager at [lisaemmerson@doubleimpact.org.uk](mailto:lisaemmerson@doubleimpact.org.uk). I understand that you might not be able to stop immediately processing my personal data if you have already scheduled to process it automatically and that by withdrawing my consent my job application may not be able to be processed.

Signed: ..... Date: .....

Print Name: .....

## EQUAL OPPORTUNITIES MONITORING

This page of the application form will be detached from your application before shortlisting. The information supplied will be dealt with in the strictest confidence and will be used only for the purpose of monitoring as detailed below.

**All questions are OPTIONAL. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence.**

This information is being gathered to achieve constant improvements in our Equal Opportunities Policies and Practices, to make sure our job adverts are reaching all sections of the community and to monitor that the organisation is representative of the population of the UK and the community in which we sit.

In line with the General data Protection Regulations (GDPR) and Double Impact's GDPR Data Protection Policy, the data in this form will be used for monitoring or general equity compliance audit purposes only, and will not be looked at until after the appointment process has ended. It will not be taken into account in assessing your application form. The data will be treated in the strictest confidence, and will be used only for general statistical analysis, and to comply with any specific equality duty Double Impact Services may have to report on.

Gender	
Transgender	<i>Do you present full or part time in a gender role that differs from the gender assigned to you at birth?</i>
Disability	<p><i>The Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'.</i></p> <p><i>Do you consider yourself to have a disability?</i></p> <p>Yes</p> <p>No</p> <p><i>Please detail any reasonable work adjustments you may require:</i></p>
Religion	<i>What is your religion or belief (please select from the list):</i>

Age	
Ethnic Monitoring	<p><i>Please select from the list below to indicate your cultural background.</i></p>  <p>If other, please give details:</p>

<b>CONSENT</b>
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By ticking the box below I confirm I agree to Double Impact Services using my personal data for the purposes specified on this equal opportunities monitoring form. I have read and understood the recruitment privacy notice found which has been provided as part the job application pack ([If applying online please see the jobs page of our website https://www.doubleimpact.org.uk/about-us/job-opportunities](https://www.doubleimpact.org.uk/about-us/job-opportunities) where the policies can be downloaded).

  
  

I understand that I am able to withdraw my consent at any time by contacting the Human Resources Manager at [lisaemmerson@doubleimpact.org.uk](mailto:lisaemmerson@doubleimpact.org.uk). I understand that you might not be able to stop immediately processing my personal data if you have already scheduled to process it automatically.

Signed: ..... Date: .....

  

Print Name: .....

Application Number:  
*For Office Use Only*

## EDUCATION & QUALIFICATIONS

(Most recent first, including your current course)

From / To	Name of Institution	Course(s) Studies	Date of Award/Completion

Membership of professional institutions and other training/knowledge relevant to this post:

Application Number:  
*For Office Use Only*

### EMPLOYMENT HISTORY (PAID OR UNPAID)

Present or most recent employer:

Address:

Job Title:

From:

To:

Brief description of responsibilities:

Reason for leaving/wishing to leave:

Notice Required (or when you could join us):

Current salary:

Name of employer & address	Position held & details	Employment dates (from/to) Reason for Leaving



Application Number:  
*For Office Use Only*

**WHY DO YOU WANT TO WORK FOR US?**

**WHY DO YOU THINK YOU ARE RIGHT FOR THE POSITION?**

## PERSONAL STATEMENT

Any other information that you would like to tell us, please use the job description to help inform your statement

Application Number:  
*For Office Use Only*

## DATA PROTECTION STATEMENT

The information that you provide on this form and within your CV if you have provided one will be used to process your application for employment. The information will be used solely for the purpose of assessing your application.

You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.

If you succeed in your application for employment, the information will be used in the administration of your employment with us and we will be entitled to process it for this purpose.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

## DECLARATION

I declare that to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false or misleading statement or significant omission may disqualify me from employment and render me liable for dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months in the event of a new Double Impact Opportunity after which time it will be confidentially destroyed.

I have read and understood the recruitment privacy notice found which has been provided as part the job application pack (If applying online please see the jobs page of our website <https://www.doubleimpact.org.uk/about-us/job-opportunities>).

Tick the box to acknowledge your understanding of, and agreement with, the Data Protection Statement and declaration above.

**Signed:**

**Print Name:**

**Date:**

**PLEASE RETURN COMPLETED APPLICATIONS TO:**

**LISA EMMERSON (HR MANAGER)  
DOUBLE IMPACT SERVICES  
22-24 FRIAR LANE  
NOTTINGHAM  
NG1 6DQ**

**OR VIA E-MAIL TO [LISAEMMERSON@DOUBLEIMPACT.ORG.UK](mailto:LISAEMMERSON@DOUBLEIMPACT.ORG.UK)**