**APPLICATION FOR A POST WITH**

**BRIDGE BUILDERS MINISTRIES**

# INFORMATION FOR APPLICANTS

**Please read these notes carefully before you complete the application form.**

* Thank you for expressing interest in a post with Bridge Builders Ministries (BBM)
* These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
* You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* You do not need to fill *all* the space provided in each section. We have tried to provide you with plenty of space, but if you need more you should use an additional sheet of paper and attach it securely to the form.
* Please try to give evidence when you make statements. For example, “I work well in a team” – try to describe an example of when and how you contributed to a team.
* We cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.
* Our *draft* policy on the recruitment and appointment of people with a criminal record can be found on page 13 of this form. *Please read this document and retain for reference.*
* Vacancies are UK-based and applicants from outside the UK will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from non-UK nationals who do not hold the appropriate documentation until all employment options within the UK have been exhausted. All applicants of Bridge Builders Ministries are required to produce evidence of eligibility to live and work in the UK.
* Please complete the form in type or black ink to ensure it photocopies clearly.
* We look forward to receiving your application.

**PLEASE SEND APPLICATION FORMS BY EMAIL TO bb@bbministries.org.uk**

**N.B. The first three pages of personal information will be removed before shortlisting**

***CONFIDENTIAL***

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| **1. PERSONAL DETAILS** | | |
| *Items marked with \* must be completed.* | | |
| Post applied for: Administration and Communications Co-ordinator | | |
| Location: Home working | Closing date: 10 March 2021 | |
| Where did you hear about the post? |  | |
| **Title and surname \*** (Block letters) | | |
| First names: \* | | Date of Birth: |
| **Address: \*** (Block letters) | | |
| **Telephone number:\***  Home: Work: Mobile:  **E-mail address:\*** | | |
| **WORK PERMIT:\***  Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before we can confirm any offer of appointment i.e. Passport, NI card, P45.  Are you a UK Citizen? (Please tick) Yes  No  If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick)  Yes  No  If **“No”** please indicate the basis on which you are eligible to work in the UK. | | |

***CONFIDENTIAL***

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| CONVICTIONS: \* Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?  Yes  No  If yes, please supply further details here | | | | | | |
| EQUAL OPPORTUNITIES:*We invite you to complete the form below and overleaf. – The information on this page is not relevant to the role and will be kept separately until after the interviews.* | | | | | | |
| **Job Ref:** | | | | | | |
| **Post applied for:** | | | | | | |
| **Age**: | Under 20 | 20-29 | 30-39 | 40-49 | 50-59 | 60 and over |
| **DISABILITY:**   |  |  |  |  | | --- | --- | --- | --- | | *The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities".* | | | | | Do you consider yourself to have a disability? | Yes | No | Prefer not to say | | If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below: | | | | | | | | | | |

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| **ETHNICITY:**  I would describe myself as: | | | | |
| **Asian or**  **Asian British** | **Black or Black British** | **Mixed** | **Other** | **White** |
| Bangladeshi | African | White & Asian | Chinese | British |
| Indian | Caribbean | White & Black African |  | Greek |
| Pakistani |  | White & Black Caribbean |  | Greek Cypriot |
|  |  |  |  | Irish |
|  |  |  |  | Turkish |
|  |  |  |  | Turkish Cypriot |
| Other | Other | Other | Any other ethnic group | Other |
| If you selected any of the ‘Other’ categories, please tell us how you would further describe yourself | | | | |

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| Female | Male |

**GENDER:**

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| **Declaration:**  **I have completed the details required in this document and declare to the best of my knowledge the** **information given is correct. I consent to it being held on file under the terms of the Data Protection Act 1998.** | |
| Signature | Date |

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| **For office use only** | |
| Application withdrawn  Post Withdrawn | Shortlisted Yes  No  Appointed Yes  No |

**Instructions to Bridge Builders office: The first 3 pages of the application form should be removed before circulating the application form for shortlisting.**

**APPLICATION FORM**

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| *Applicant To Complete* | |
| **FULL NAME** |  |
| **POST TITLE** | **Administration and Communications Co-ordinator** |
| **LOCATION** | **Home working** |
| **CLOSING DATE** | **Noon, 10 March 2021** |
| **Please return the completed form to:** | **Liz Griffiths**  **Director of Training, Bridge Builders Ministries**  **bb@bbministries.org.uk** |

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| **For Office Use Only** | |
| Date Received |  |
| Application No |  |
| Special needs at Interview |  |

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| **2. EMPLOYMENT HISTORY**  List all employers starting with your present or most recent first. Please account for any gaps in employment. | | | |
| Name and Address of Employer | Position Held | From To  Month/Year | Reason for Leaving |
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| **3. EDUCATION AND TRAINING**  Please look at both the essential and desirable requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **education and training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
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| **4. EXPERIENCE AND SKILLS**  Please look at the essential and desirable requirements in the Person Specification, and the main tasks of the Job Description, and explain how you meet the **experience and skills** required. |
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| 5**. SPECIAL QUALITIES AND ATTRIBUTES**  Please look at the requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **special qualities and attributes** you consider to be relevant. |
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| **6. Why are you applying for this job?** |
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| **7. Please describe how you would expect to work in the post with reference to the Job Description.** |
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| **8. REFERENCES**  Please give the name, address and telephone number of two referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer. Please note it is not our policy to accept references from relatives or members of the family. |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees? |
| **9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment with Bridge Builders Ministries.**  Signature:                           Date: |

## BRIDGE BUILDERS MINISTRIES (BBM)

POLICY ON THE RECRUITMENT AND APPOINTMENT OF PEOPLE WITH A CRIMINAL RECORD

# Background

The Rehabilitation of Offenders Act 1974 states that certain offences may be disregarded as ‘spent’ after set periods of time, and ex-offenders are not required to disclose their conviction. This makes it illegal for an employer to discriminate against an ex-offender on the grounds of a ‘spent’ conviction.

Some posts are exempted from the provisions of the Act. This is not currently the case with BBM.

**Principles**

* People with criminal records applying for posts with BBM will be treated according to their merits and to any special criteria of the post.
* Questions may be asked at short-listing stage about criminal records in order to ensure that people with such records are not inadvertently placed in a vulnerable position.
* Having a criminal record, in itself, does not necessarily prevent an individual from being appointed to any post.
* Where it is judged, however, that a recent, serious or relevant financial offence might mean that an individual presents a risk or could cause damage to the reputation of the BBM, then that individual will not be appointed.
* Discrimination either in favour of or against those individuals currently in employment who have disclosed their criminal record is not permissible (unless the offence debars them).
* Information relating to disclosure of criminal records will be treated as confidential and restricted to those who are entitled to see it as part of their duties, (for example, the Director of Training).

**Procedure**

* If an applicant reveals a serious criminal record or other relevant information, then the Chair of the Trustees and the coordinator of the HR group of Trustees will be advised; they will then consider whether the appointment can proceed.
* A decision to reject an applicant because of, or partly because of a criminal record should relate to a criteria set in the person specification, which is seen to be unmet, or to specific offences which might present a serious risk if they are appointed.
* Generally, an applicant who is rejected will be advised of the reasons.
* An applicant who is rejected will have a right of appeal to the Chair of Trustees.
* Where an individual is employed by BBM, and subsequently it becomes evident that the individual failed to disclose relevant information, the matter will be treated as a disciplinary issue and may result in dismissal.