**Equation Application Form**

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| **Privacy Notice for Applicants:** |
| Equation is the data controller for the information you complete on this form. Equation will ask you for information to be able to assess your suitability for the role you are applying for and to enable to communicate with you throughout the application process.  We will ask for: Your name, your contact details (tel., email), any unspent criminal convictions, your previous employment history, your education history, your motivation for the job and what you feel are your skills, experience and qualities that make you suitable.  The data on this form will be processed by Equation's HR Lead and will be stored electronically on our intranet site (SharePoint cloud storage).  The information will only be shared with employees involved in the recruitment process. We will not share your information with any other organisation.  For unsuccessful applicants information supplied will be kept for 1 year to enable any queries regarding the recruitment process to be dealt with; the form will then be disposed of.  For successful applicants information will be transferred to a personnel file.  If you wish to remove your data at any stage please contact: privacy@equation.org.uk  For full details on our HR privacy notice please contact us or visit our website: www.equation.org.uk |

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| **Consent: To be completed by the applicant:** |
| **Application Form**  Pages 1, 2, 3 and 4 of the application form will be separated during the short-listing process so that the Recruitment Panel only use the remaining information to select from.  ***(Please delete any statements not applicable)***   1. I give my consent that Equation may copy and distribute the required information to the Recruitment Panel for this post and to retain the form for one year before destruction. 2. I give my consent that Equation may copy and distribute the required information to the Recruitment Panel for this post. However, if unsuccessful, I request that you delete my information after the selection process is complete. I understand that Equation will not be in a position to give feedback or investigate queries related to recruitment once deleted   I can confirm that the information I have provided on this form is correct and understand that any errors or omissions, accidental or otherwise, may lead to the application being rejected and any offer of employment being withdrawn.  I understand that all provisionally successful candidates will be required to provide evidence of the Right to Work in the UK prior to commencement. For eligible roles, a DBS check at the appropriate level will be required.  **The above consent completed and confirmed by Applicant** *(please sign below)***:**  **Name: ………………………………………………….**  **Date: ……………………………………………………** |

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| **Please Note:** |
| Please return your completed application form to [recruitment@equation.org.uk](mailto:recruitment@equation.org.uk) with the subject Job Application.  Where this is not possible, please post to: Job Application, Equation, Castle Cavendish Works, Dorking Road, Nottingham NG7 5PN.  Equation will only notify candidates who have successfully progressed to the next stage of the recruitment process.  Please read through your completed application and make sure what you are sending is complete and visible to us on receipt. Presentation is as important as the detail.  If you have any questions, please contact our Human Resources Lead on 0115 695 0712. Thank you. |

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| **Position you are applying for:** |  |
| **Full Name:** |  |
| **Day time contact number:** |  |
| **Evening contact number:** |  |
| **Email address:** |  |

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| **Convictions:** | | |
| Equation actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. A conviction will not necessarily be a bar to obtaining a position. | | |
| **Have you ever been convicted of a criminal offence?** |  | |
| Because of the nature of Equation’s work all posts are exempt from the Rehabilitation of  Offenders Act 1974 (Exemption) Order 1975 and therefore you must provide information about convictions, which for other purposes are ‘spent’ under the provisions of the Act.  All eligible Equation staff are DBS checked. | | |
| If yes, please provide details; | | |
| **Are you currently subject of a criminal charge?** | |  |
| If yes, please provide details; | | |

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| **Do you have any disabilities?** |  |
| An individual is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities  Equation ask to consider whether there are any reasonable adjustments needed for you to attend an interview. Equation will seek to meet their needs wherever possible.  All applicants with a disability who meet the essential criteria for a job/role will be interviewed and considered on their merits. | |
| If yes, please provide details; | |

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| **Relevant Experience:** |
| Please provide a brief history of any relevant experience you would be able to bring to the role.  This could include any of the following**; life experience, education, training or volunteering work.**  Please use this space only and do not provide a CV instead. |

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| **Job and Volunteering Experience**  **Dates from/to and relevance** | |
| **Dates from/to** | **Title and Relevance** |
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| **Education and Training:** Please detail education and training. | |
| **Dates** | **Details** |
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| **Motivation:** Using no more than **half a page**, please summarise why you want to work for Equation and what you feel you can bring to the organisation. |
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| **Skills, Competences & Experience:** Use no more than **four sides** to explain how your experience, training, skills and attributes match those in the **Person Specification,** and how you are best placed to deliver the Key Tasks outlined in the **Job Description**.  Please use **specific examples** about your skills, competencies and experience. | |
| **Experience** | |
| **Skills and Knowledge** | |
| **Personal Attributes** | |
| Are you happy and able to travel across Nottinghamshire and sometimes further afield? | **Y/N** |
| Are you able to work occasional evenings and weekends? | **Y/N** |
| Are you willing to take on additional duties to meet service demands and needs? | **Y/N** |