# **Job Application** Form for Royal Society for Blind Children

### Relevant Information

Please complete the below application form in full. CVs will only be accepted as supporting information. Once completed, please submit the form to recruitment@rsbc.org.uk.

If you have any queries about the role please contact recruitment@rsbc.org.uk.

Please note that we cannot offer visa sponsorship for any of our roles; candidates must already have valid Right to Work in the UK. If you are not a British or Irish Citizen and have a time limited visa, please confirm the end date on the form below.

An enhanced Disclosure and Barring Service check will be made if your application is successful. A conviction will not necessarily prevent you from obtaining a position.

### 1 Opportunity

Job Applied for:

Where did you see/hear about this role?

### 2 Personal details

|  |  |
| --- | --- |
| Full name: |  |
| Preferred name: |  |
| Email address: |  |
| Mobile number: |  |
| Phone number: |  |
| Full address: |  |
| Postcode: |  |
| Do you need a Work Permit/Visa to work in the UK? If yes, please confirm expiry date. |  |

### 3 Professional Memberships

|  |  |
| --- | --- |
| DFEE number (if applicable) |  |
| Professional Qualifications and status (if applicable) |  |

### 4 Education

Please list your education below, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of establishment** | **Subject** | **Year/s attended** | **Grade/Qualification obtained** |
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(If you need more space, insert more rows into the table)

### 5 Qualifications and training

Please list any other qualifications and training you feel are relevant to your application in the table below, starting with the most recent.

| **Name of establishment/ course provider** | **Name of qualification/****Training course** | **Year/s attended** | **Grade****(if applicable)** |
| --- | --- | --- | --- |
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(If you need more space, insert more rows into the table.)

### 6 Previous experience

Please list your previous work and/or voluntary experience in the table below, with the most recent at the top. Alternatively, if you already have an existing CV, please submit it along with this application form.

| **Name of organisation** | **Role** | **From****(mm/yyyy)** | **To****(mm/yyyy)** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(If you need more space, insert more rows into the table.)

What is your current notice period?:

Have you ever left a position of employment for any reason other than voluntary resignation or redundancy? If yes, please provide details:

### 7 Personal statement

In 500 –1000 words, please tell us more about how you meet the requirements outlined in the job description and person specification. Please use the text box below, or you can submit a separate document in Word or PDF format along with this application form.

|  |
| --- |
|  |

### 8 Community/Volunteer Experience

Please list any other qualifications and training you feel are relevant to your application in the table below, starting with the most recent.

| **Name and address or organisation** | **Details of roles or tasks undertaken** | **From****(mm/yyyy)** | **To****(mm/yyyy)** |
| --- | --- | --- | --- |
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### 8 Interests/Hobbies

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### 9 Criminal Convictions and Disclosures Bureau Services (DBS)

The disclosure of a criminal record will not debar you from the recruitment process, unless the selection panel determine that the conviction renders you unsuitable for appointment.

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that would be present on a check processed by the Disclosure and Barring service? |  |
| Do you currently have a DBS check? If so, please advise what level? eg basic, standard or enhanced. |  |
| Disclosure Certificate Reference Number (if applicable) |  |
| Are you subscribed to the DBS update service?  |  |

### 10 References

Any offer of employment is subject to the receipt of at least **two employment references** deemed satisfactory by the RSBC, **from your 2 most recent employers (provide further referee details if your last 2 employments do not cover a minimum of 5 years) including your current employer/line manager**. **This must be their work email address.** We do not accept references from colleagues, recruiters, friends or relatives.

Referee 1 details

|  |  |
| --- | --- |
| Name |  |
| Relation to you |  |
| Position |  |
| Company name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |

Referee 2 details

|  |  |
| --- | --- |
| Name |  |
| Relation to you |  |
| Position |  |
| Company name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |

May we contact your referees before offering you an interview? YES / NO

### 11 Supporting your application

As we are a registered as a Disability Confident Employer it is a requirement that you provide the following details.

|  |  |
| --- | --- |
| Do you consider yourself disabled, as defined by the 2010 Equality Act? |  |
| Do you wish for your application to be considered under the Disability Confident Scheme? |  |
| Do you consider yourself to be blind or partially sighted? |  |
| Do you require any reasonable adjustments throughout the recruitment and interview process? Please let us know. |  |

### 12 Interview and job requirements

If you need any special facilities or adjustments to help you attend an interview or to perform in the job, please specify them here:

### 13 Recruitment Policy

It is the RSBC's policy to seek to employ the most suitably qualified person for a vacancy and to provide equal opportunity in the recruitment and selection process and in the advancement of employees. Promotion and training opportunities are actively encouraged and we will not discriminate or treat less favourably any person because of their race, colour, national origin, gender, marital status, disability, sexual orientation or religion.

The Society is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore all posts are subject to an Enhanced Disclosure from the Disclosure and Barring Service.

### 14 Declaration

I declare the information provided on this form is true and complete to the best of my knowledge. I understand that false or deliberately misleading statements(s) or omission(s) may be sufficient cause for rejection of my application or my dismissal if employed.

Data Protection

I understand that the information given on this form will be used by the Royal Society for Blind Children for:

1. The purpose of processing my application of employment
2. The monitoring of our recruitment processes; and if successful
3. Recording information relevant to my employment

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998. I hereby consent to the processing by the Society for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Date:

Signed: