**APPLICATION FORM**



Application for the post of: **Relief Worker**

This page will be removed from the application form before shortlisting, to enable us to shortlist candidates anonymously. Therefore please avoid using your name, elsewhere on the application.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Surname** |  |
| **First Names** |  |
| **Address**  **(including postcode)** |  |
| **Contact Telephone Number** |  |
| **E-mail address** |  |

**REFERENCES**

At least one of your references should be a present or most recent employer, tutor, volunteer work supervisor etc. If your most recent employer is not in a similar field but you have worked with a vulnerable client group within the last 5 years then we will also require a reference from this organisation.

References will be requested after interview and Gofal reserves the right to contact any previous employer.

|  |  |
| --- | --- |
| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_  Telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to yourself: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_  Telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to yourself: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Wellbeing**

|  |
| --- |
| Gofal is committed to equality of opportunity and welcomes applications from all. When shortlisting applicants, the information used is that which relates to the person specification. Gofal upholds the commitments of the Disability Symbol. Where applicants meet all essential criteria then if a disability is declared an interview will be guaranteed and that applicant will not be further assessed against desirable criteria.  The Equality Act, 2010 defines a 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.”  With reference to the above statement do you consider yourself to have any disabilities:  YES / NO (*please delete as appropriate)*  If YES, please highlight any additional support or special arrangements you would require if you are shortlisted and invited to interview. |

Are you subject to any restrictions which would prevent you from taking employment in the United Kingdom? (Documentary Evidence will be required) YES/NO *(please delete as appropriate)*

If YES please provide details:

**CRIMINAL CONVICTIONS**

|  |
| --- |
| Gofal aims to promote equality of opportunity for all with the right mix of talent, skills and potential and as such welcomes applications for employment from a diverse range of candidates, including those with criminal records.  Due to the nature of our work with vulnerable adults, some posts at Gofal are exempt from the provisions of the Rehabilitation of Offenders Act and as such will request information on all convictions including those that would be deemed to be ‘spent’ under this act. Checks are made with the Disclosure and Barring Service and any offer of employment is made subject to receipt of a satisfactory Disclosure.  A criminal record or conviction is not necessarily a bar to employment with Gofal and each case will be decided on the individual circumstances.  *The above is the policy statement of Gofal, if you wish to see our full procedure then please do contact the office in confidence and a copy will be sent to you.* |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Where did you see this post advertised?   * Twitter * Facebook * Gofal Website * Cymorth Cymru * Indeed * Charity Job Finder * Jobcentre Plus * Other – Please state………………………………..   Are you to your knowledge, known to any Trustee or employee of Gofal? YES / NO\* *(please delete as appropriate)*  Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| I confirm that to the best of my knowledge the information given in this application is true and correct. I understand that if any false information is given it may result in the withdrawal of an offer or termination of employment should I be appointed.    Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EDUCATION**

(Including secondary, further and vocational education)

|  |  |  |
| --- | --- | --- |
| Dates | Establishment | Qualifications and Grades |
|  |  |  |

**OTHER TRAINING ATTENDED**

|  |  |
| --- | --- |
| Dates | Course Details – Title and length of course |
|  |  |

**EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide details of your work history, both paid and unpaid, in chronological order. Please ensure that you do not leave gaps unaccounted for. Gofal reserves the right to contact any of your previous employers | | | | |
| **DATES** | **PAID OR UNPAID** | **EMPLOYER** | **POSITION AND DUTIES** | **REASON FOR LEAVING** |
|  |  |  |  |  |

**SUPPORTING STATEMENT**

Please use this section to provide your supporting statement which should address the criteria outlined in the person specification. The information provided in this section helps us to determine who to invite for interview. Before completing it you may find it useful to read our Guidance Document for Applicants available on the recruitment section of our website [www.gofal.org.uk](http://www.gofal.org.uk).

Please attach additional sheets if required.

**Please note that we do not accept CV’s in place of this section.**

|  |
| --- |
| **Supporting Statement of Applicant** |

**DRIVING**

Do you hold a current driving licence? YES/NO

Do you have your own transport, which you would agree to maintain and insure for work purposes?

YES/NO

**WELSH LANGUAGE**

Do you speak: Welsh as a 1st language 🞎 2nd language 🞎 do not speak Welsh 🞎

Thank you for completing the application form, please return by post or e-mail by the stated closing date.

**By post:**

HR Department, Gofal, 2nd Floor, Derwen House, 2 Court Road, Bridgend, CF31 1BN

**Or by e-mail to:** [**recruitment@gofal.org.uk**](mailto:recruitment@gofal.org.uk)

**EQUAL OPPORTUNITIES**

**MONITORING FORM**

Gofal is striving to ensure equality in its employment policies and as part of this; we are monitoring our recruitment practices. This will help us to identify areas of under-representation in our work force and to assess areas where action is required.

Your co-operation in completing this form would be greatly appreciated. We should stress that any information you give will be strictly confidential to the personnel section.

If you do not wish to answer any question (s) this will not affect your application in any way.

**Thank you for your time and co-operation in completing this form.**

***1a. SEX***

* Male
* Female
* Other (please specify) ……………………………………………
* Prefer not to say

***1b. GENDER IDENTITY***

Is your gender identity the same as the gender you were assigned at birth?

* Yes
* No
* Prefer not to say

1. ***AGE***

My age is:-……………………….

* Prefer not to say

1. ***RELATIONSHIP STATUS***

Are you:-

* Single
* Married
* Divorced
* Widowed
* Co-habiting
* Civil Union
* Domestic partnership
* Prefer not to say

1. ***DISABILITIES***

|  |
| --- |
| The Equality Act, 2010, defines a 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” |

Do you consider yourself to have disabilities?

* Yes
* No
* Prefer not to say

Please specify:

* Physical impairment
* Sight loss or partially sighted
* Hard of hearing
* Deaf (non BSL user)
* Deaf BSL user
* Learning difficulties
* Mental and emotional distress
* A health condition (please specify) …………………………………………………………….
* Prefer not to say

1. ***MENTAL HEALTH***

Do you have your own lived experience of mental ill health?

* Yes
* No
* Prefer not to say

Do you have experience of providing care/support to a friend or family member experiencing mental ill health?

* Yes
* No
* Prefer not to say

1. ***SEXUAL ORIENTATION***

I would describe myself as:-

* Bisexual
* Gay
* Heterosexual
* Lesbian
* Other (please specify) ……………………………………………………………………
* Prefer not to say

1. ***ETHNIC ORIGIN***

I would describe my ethnic origin as:-

**WHITE**

* British
* English
* Scottish
* Welsh
* Irish
* Traveller

Any other white background, please write…………………………………………………..….

**MIXED**

* White and Black Caribbean
* White and Black African
* White and Asian

Any other mixed background, please write in…………………………………………………..

**ASIAN, ASIAN BRITISH**

* Indian
* Pakistani
* Bangladeshi
* Chinese

Any other Asian background please write in……………………………………………...……

**BLACK, BLACK BRITISH**

* Caribbean
* African

Any other black background please write in………………………………..…………………..

* Prefer not to say

1. ***RELIGION OR BELIEF***

I would describe my religion or belief as:-

* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Any other religion or belief (please specify)…………………………………………
* No religion
* Prefer not to say

1. ***LANGUAGE***

* Welsh 🞎 as a 1st language 🞎 as a 2nd language
* English 🞎 as a 1st language 🞎 as a 2nd language

Any other please specify (include BSL)………………………………………………………………………

🞎 as a 1st language 🞎 as a 2nd language

* + Prefer not to say

Please return with your application:

**By post:**

HR Department, Gofal, 2nd Floor, Derwen House, 2 Court Road, Bridgend, CF31 1BN

**Or by e-mail to:** [**recruitment@gofal.org.uk**](mailto:recruitment@gofal.org.uk)

This form will be immediately separated from your application form and it will not be seen by the recruitment panel.