# About you

|  |  |
| --- | --- |
| Title | Click or tap here to enter text. |
| Forename | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Town | Click or tap here to enter text. | Postcode | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Please note we do most of our communication via email. |
| Mobile | Click or tap here to enter text. |
| Home phone | Click or tap here to enter text. |

# When are you available to volunteer?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  Weekends | [ ]  Monday | [ ]  Tuesday | [ ]  Wednesday | [x]  Thursday | [ ]  Friday |
| [ ]  School holidays | [ ]  Evenings | Other (tell us more): | Click or tap here to enter text. |
| A normal day is 9.30am-4pm |

# What are you interested in doing at Bike Project Surrey?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Woking on bikes in **the workshop** | [ ]  Woking with and **supporting young people** in the workshop | [ ]  Working in **the yard** – washing, dismantling bikes and parts | [ ]  Woking in **the office** – simple admin, answering the phone, filing | [ ]  **Driving** – doing collections and deliveries |
| [ ]  Anything else – tell us more: | Click or tap here to enter text. |

# Personal details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age | [ ]  15 | [ ]  16 | [ ]  17 | [ ]  18+ | [ ]  70+ |
| How did you hear about us? | Click or tap here to enter text. |
| Do you need a UK work permit?  | [ ]  No | [ ]  Yes | If yes do you have one? | Click or tap here to enter text. |

# Disclosure Declaration – this section must be completed

The position for which you are applying potentially involves significant unsupervised contact with children and/or vulnerable adults and is therefore subject to the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975*. **This means that you must complete a DBS check and disclose details of any convictions, bindover orders or police cautions, warnings or reprimands, including those which are considered “spent” under the terms of the Act.** Use this section if this applies to you. This information will not be used to discriminate against you unfairly.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection.

|  |  |
| --- | --- |
| **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)** | [ ]  **Yes**[ ]  **No** |
| **IF YOU TICKED ‘YES’ COMPLETE THIS NEXT SECTION** |
| **Date** | **Nature of offence** | **Place offence occurred and Court which issued conviction if applicable** | **Details of conviction, bindover caution or warning** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Attach sheets in this format if you need more room. |

# Training/Further Education and Qualifications (including current course if applicable)

Please tell us about your education. Include your current/most recent course at the top row of the form and then continue in reverse chronological order and make sure all your grades are included in the 'Qualification/Course/Certificate' field. Use additional numbered, named sheets if necessary.

|  |
| --- |
| **Education** |
| **Date** | **Qualification/Course** | **School/College/University** | **Grade/outcome** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **qualifications or training** |
| **Date** | **Qualification/Course** | **Awarding body** | **Grade/outcome** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Use additional numbered, named sheets if necessary. Please supply any certificates or documents which are relevant to this role.

# Employment History

Give details of all previous employments, full and part time, paid or unpaid. List in order, STARTING WITH THE MOST RECENT FIRST. Any breaks in your employment history must be explained in order for us to process your application. This is due to the nature of our work with vulnerable young people and adults and the strict Safeguarding and Safer Recruitment Policies we must adhere to.

|  |
| --- |
| **Employment history – paid and/or voluntary** |
| **Date start** | **Date finish** | **Employer name and address** | **Job role/duties** | **Salary/reason for leaving** |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Use additional numbered, named sheets if necessary.

|  |
| --- |
| If you were unable to enter in all the information you wanted in the rows above please use this box to add any additional information about your Employment History: |
|   |

# Supporting Information – this section must be completed

|  |
| --- |
| Please tell us why you are applying for this role plus any relevant experience to support your application with particular reference to the job description. This statement is crucial to further consideration of your application. |
|   |

Use additional numbered, named sheets if necessary.

# References

Please supply contact details of TWO people who will provide a reference for you. They cannot both be from the same place of work or education or family. We cannot accept applications that do not provide two references. ONE MUST BE FROM YOUR CURRENT OR MOST RECENT EMPLOYER OR IF YOU ARE A FULLTIME STUDENT, FROM YOUR PLACE OF EDUCATION.

|  |
| --- |
| **Referee 1** |
| Title |   | Forename |   | Surname |   |
| Relationship to you |   |
| Organisation |   |
| Email |   |
| Daytime Phone |   |
| May we contact this person now? | [ ]  Yes [ ]  No |
| **Referee 2** |
| Title |   | Forename |   | Surname |   |
| Relationship to you |   |
| Organisation |   |
| Email |   |
| Daytime Phone |   |
| May we contact this person now? | [ ]  Yes [ ]  No |

PLEASE READ AND SIGN THIS SECTION

# Consent and information is true and correct

By submitting this application to us you are declaring your consent. Any false statements or omissions may result in dismissal or your application being rejected.

|  |  |
| --- | --- |
| I confirm that the information which I have given is true and complete. | [ ]  Yes [ ]  No |
| I consent for Bike Project Surrey/Surrey Lifelong Learning Partnership to carry out the necessary Disclosure and Barring Service checks and/or to monitor status of a check online using the DBS Update Service if this is subscribed to. | [ ]  Yes [ ]  No |
| I have read and understood the job description. | [ ]  Yes [ ]  No |
| I consent to Bike Project Surrey/Surrey Lifelong Learning Partnership processing my personal data for purposes of progressing an application and employment and to keep you in touch with news that is relevant to staff. | Processing data:[ ]  Yes [ ]  NoKeeping you in touch with news: [ ]  Yes [ ]  No |
| Sign (type your full name) |   | Date |   |

**Please complete the Equal Opportunities Section on the following page.**

# Equal Opportunities Monitoring

Bike Project Surrey/Surrey Lifelong Learning Partnership is committed to achieving a service which provides equality of opportunity and freedom from unlawful or unfair discrimination. Our policy covers all aspects of our operations, including recruitment. Please complete this part of the form. This information will be used only to monitor our recruitment processes and prevent unfair discrimination on any grounds.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Click or tap here to enter text. | Forename | Click or tap here to enter text. | Surname | Click or tap here to enter text. |

|  |
| --- |
| **What is your ethnic group?****Choose one option that best describes your ethnic group or background** |
| **White** | **Asian/Asian British** |
| 1. English/Welsh/Scottish/Northern Irish/British | [ ]  | 9. Indian | [ ]  |
| 2. Irish | [ ]  | 10. Pakistani | [ ]  |
| 3. Gypsy or Irish Traveller | [ ]  | 11. Bangladeshi | [ ]  |
| 4. Any other White background, please describe |  | 12. Chinese | [ ]  |
| **Mixed/Multiple ethnic groups** | 13. Any other Asian background, please describe | [ ]  |
| 5. White and Black Caribbean | [ ]  | **Black/ African/Caribbean/Black British** |
| 6. White and Black African | [ ]  | 14. African | [ ]  |
| 7. White and Asian | [ ]  | 15. Caribbean | [ ]  |
| 8. Any other Mixed/Multiple ethnic background, please describe | [ ]  | 16. Any other Black/African/Caribbean background, please describe | [ ]  |
|  |  | **Other ethnic group** |
|  |  | 17. Arab | [ ]  |
|  |  | 18. Any other ethnic group, please describe | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your sexual orientation?** |  |  |  |  |
| Bisexual | [ ]  | Heterosexual/straight | [ ]  |
| Gay man | [ ]  | Other | [ ]  |
| Gay woman/lesbian | [ ]  | Prefer not to say | [ ]  |

**Thank you.**