**Guidance notes for completing the application form**

**Please read these notes carefully. They have been written to help you make the best of your application. The decision to short-list you will be based on the information you provide on the application form. You will be required to show how you meet the requirements of the job description and person specification.**

1. Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
2. The person specification describes the skills, knowledge and experience which you will need in order to do this job. **You should address each factor in turn**. This is where you make your case for being selected to do the job. Examine the skills and experience being asked for and provide evidence of your suitability by giving specific examples which show that you have the necessary skills, knowledge and experience for the job.
3. Do not forget skills and experience that you have gained outside full-time work.
4. Write out your application in a brief, well-organised and positive way.
5. Please keep to the word limit.

**Application form for the post of Director**

**Personal details**

|  |  |
| --- | --- |
| Full name |  |
| National Insurance Number |  |
| Address for correspondence |  |
| Email address |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| Mobile telephone number |  |

**References**

Please provide the names and addresses of two referees. One should be your current employer (if any) and it would be preferable if the other were to be someone who has known you in a professional capacity. Your referees will be contacted only if you are offered the position.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |

**Declaration**

I certify that the information given on this form is correct to the best of my knowledge. I consent to BID checking any of this information. I consent to BID contacting the referees I have put forward if I am offered the post.

Signed …….…………………………………..…………………………………………………………....... Date ………………………………………..

1. **Education and training**

Please list your educational, professional qualifications and any training or courses which you believe are relevant to the post

|  |  |
| --- | --- |
| **Dates** | **Course/Qualification/Training** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of employer** | **Dates of commencing and finishing** | **Position held and responsibilities undertaken** | **Reasons for leaving employment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Any other relevant experience as a volunteer or in any other capacity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of organisation** | **Dates of commencing and finishing** | **Work undertaken** | **Reasons for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Languages** (please indicate your level of ability i.e. basic, able to converse, fluent, bilingual)
2. **Ability to take up the post**

If successful, when would you be able to start with BID?

1. **Reasons for applying for the post**

Please tell us why you are applying for the post. Describe the skills and abilities, knowledge and experience that you can bring to the post. Please make sure that you reply **closely following each of the criteria set out in the person specification** for this post. If you wish you can continue on another page but please do not write more than 1000 words in total.

**Challenges facing BID**

Please tell us what you see as being the main challenges, internal and external, facing BID in the next two years (500 words)

**Equal opportunities monitoring form**

**Equality of opportunity**

Bail for Immigration Detainees operates an equal opportunities policy. The aim of the policy is to ensure that no potential or actual employee, volunteer or user of our services is discriminated against on the basis of gender, race, sexual orientation, age, disability or HIV status. We recruit on the basis of merit, irrespective of age, disability, gender, gender identity, race or ethnicity, marital status, religion, sex, sexual orientation or any other status protected by the laws or regulations in the UK. If you require reasonable adjustments to be made during the selection process, please let us know so that any required adjustments can be made in advance.

To assist BID to monitor the effectiveness of its Equal Opportunities Policy as it relates to recruitment procedures, we would be grateful if you would complete this form.

All forms will be separated from the application forms and will not be used in the selection procedure. This information will be held separately and will only be used for monitoring purposes.

**Post applied for:**

**Where did you see it advertised?**

**Gender (i.e. sex)**

* Male
* Female
* Other

**Age Range**

* 25-29
* 30-34
* 35-39
* 40-44
* 45-49
* 50-54
* 55-59
* 60-64
* 65+
* Prefer not to say

**Ethnicity**

* Asian – Bangladeshi
* Asian – Chinese
* Asian - Indian
* Asian - Pakistani
* Asian – Other
* Black - African
* Black - Caribbean
* Black - Other
* Mixed - White & Black African
* Mixed - White & Black Caribbean
* Mixed - White & Asian
* Mixed - White & Chinese
* Mixed - Other
* White - British/English/Welsh/Northern Irish/Scottish
* White - Irish
* White - Gypsy or Irish Traveller
* White – Other
* Other ethnic group
* Do not wish to disclose

**Sexual orientation**

* Bisexualelis
* Gay/Lesbian
* Heterosexual/straight
* Other
* Do not wish to disclose

**Religion**

* Buddhist
* Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
* Hindu
* Jewish
* Muslim
* Sikh
* No religion
* Other
* Do not wish to disclose

**Disability**

* Yes I have a disability
* No I don't have a disability
* Do not wish to disclose

**Level of Disability**

* Day-to-day activities limited a little by a disability or health condition
* Day-to-day activities limited a lot by a disability or health condition
* Day-to-day activities not limited by a disability or health condition
* Do not wish to disclose

*Please note that, if you are not shortlisted or selected, your application form will be retained for six months after the recruitment process and then destroyed.*