

**Application for the post of**: Coordinator: Community Antenatal Services

**Please return this form to:** [anna@birthcompanions.org.uk](mailto:anna@birthcompanions.org.uk)

**Closing date for applications:** 5pm on 29th January 2021

**Interview Dates:** Candidates should expect to hear if they have been selected for interview during the week commencing 15th February 2021.

Interviews will be conducted via Zoom on the 2nd and 3rd March 2021. Please let us know on your application form if there are any issues that might make it difficult for you to attend an online interview.

We welcome applications from people with disabilities. If you require adjustments during the application process or are shortlisted, and have any particular access or other requirements, please contact Anna Wise on 07786133636, who will be pleased to discuss this with you.

**Please complete all questions as fully as possible.**

**We can only shortlist you on the information you provide on this form, please do not submit any other documents or CVs – any information submitted that is not part of this application form will not be taken into consideration during shortlisting.**

1. **Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title (please delete as appropriate) | Mr / Mrs / Ms / Miss / Other | | | |
| First Name/s |  | Surname |  | |
| Home Address |  | | | |
|  | | Postcode |  | |
| Email Address |  | | | |
| *Please provide the following contact numbers on which we may contact you with discretion* | | | | |
| Mobile Telephone |  | Home Telephone | |  |

|  |
| --- |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  (please delete as appropriate)   * NO, I am legally entitled to work in the UK without restrictions.      * YES, If yes, detail below |

1. **References**

Please give the details of at least **two** employment referees that will be able to comment on your employment over the last five years.

One of which should be your present or most recent employer (paid or voluntary work).

These should not include relatives or purely personal friends.

We will not take up references without your permission, or before interview.

A formal offer of Employment can only be made once we have received satisfactory references.

|  |  |
| --- | --- |
| Name:  Job Title:  Organisation:  Address:  Telephone:  Email:  Relationship: | Name:  Job Title:  Organisation:  Address:  Telephone:  Email:  Relationship: |

If you were offered this position, how soon would you be able to start?

1. **Employment History**

Please give details of your employment history starting with your present/last employer.

Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From/To** | **Employer Name** | **Position held,**  **brief description of**  **duties & details of last salary** | **Reason for Leaving** |
|  |  |  |  |

1. **Other relevant work/experiences**

|  |  |
| --- | --- |
| **Date/s:** | **Nature of Activity:** |
|  |  |

1. **Education & training**

Please list your education, qualifications and/or training, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From/To** | **Name of school, college, University or training organisation** | **Details of course & qualification** | **Grade (if applicable)** |
|  |  |  |  |

1. **Additional information**

|  |
| --- |
| Please read the accompanying Job Description/PersonSpecification carefully and explain how you think you fulfil the requirements of this post.  Address ALL the criteria on the person specification in turn, giving examples, as these will be used for shortlisting successful candidates. |

1. **General information**

|  |
| --- |
| **Availability**  What is the notice required in your present post?  Is your present post your sole regular employment? Yes / No |

|  |
| --- |
| **Advertising**  Where did you see the advertisement for the post? |

1. **DECLARATION**

Please complete the following declaration and sign it below.

I hereby certify that:

* All the information given by me on this form is correct to the best of my knowledge
* All questions relating to me have been accurately and fully answered
* I possess all the qualifications that I claim to hold
* I have read and, if appointed, am prepared to accept the conditions set out in the job description.

I am aware that any false, incomplete or misleading statements may lead to dismissal.

Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential.  We only collect your personal details so that we can consider your application for employment with us and we will not use your personal information for any other reason. We will not pass on your information to anyone outside of Birth Companions unless legally required to do so. You can also see a copy of our Privacy policy on our website www.birthcompanions.org.uk/privacy-policy

**Signed (printed is acceptable)**

**Date:**

*Please continue to next page and complete the Self Declaration Form*

**Self-Declaration Form**

Any information will be kept confidential and will be considered only in relation to the post you are applying for.

The role you have applied for involves regular contact with vulnerable adults and Children and any offer of employment will be subject to the completion of an Enhanced DBS (Disclosure and Barring Service) Check.

Failure to disclose any information relating to criminal convictions or cautions (or any alleged offences against you) may result in the withdrawal of an offer of employment or where employment has commenced, dismissal without notice.

You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.

(If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service)).

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place.

|  |  |  |
| --- | --- | --- |
| ***Name:*** | |  |
| Have you ever been known to any Children’s Services department as being a risk or potential risk to children? | YES / NO  *(if Yes, please provide further information below)* | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about  your behaviour towards children? | YES / NO  *(if Yes, please provide further information)* | |
| 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? | YES / NO  *(if Yes, please provide further information)* | |

***Continue to next page***

**BIRTH COMPANIONS’ MONITORING FORM**

To ensure that Birth Companions provides an equal service and follows good practice, we monitor the background of those who apply to work with us, either in a paid or volunteer capacity, and those with whom we work. These characteristics are protected in the Equality Act 2010. Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential. If you would like to know more about how we store your information please let us know and we will be happy to discuss this with you.

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

You can also see a copy of our Privacy policy here: https://www.birthcompanions.org.uk/pages/24-privacy-policy

**1. What is your ethnic or national origin?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White White British  White Irish  White Eastern European  Other White background | Black Black British  African  Caribbean  Other Black background | | Asian Asian British  Bangladeshi  Indian  Pakistani  Chinese  Other Asian background | |
| Mixed/multiple ethnic group White and Black Caribbean  White and Black African  White and Asian  Any Other Mixed background | | Other ethnic group? | | Prefer not to say |

**2. How old are you?**

18 and under 19 – 21 22 – 34 35 – 44 45 – 54

55 – 64 65 – 74 75 and over Prefer not to say

**3. Marriage and Civil Partnership, are you?**

Married (Includes registered Civil partnership)

Not married (includes living together, straight or gay)

Prefer not to say

**4. Sexual orientation: do you identify as**

Gay or Lesbian Straight Bisexual Other Prefer not to say

**5. Gender: Do you identify as**

Female Male Trans Woman Trans Man Non binary Other

Prefer not to say

**6. Pregnancy/Maternity, are you?**

Pregnant Given birth in the last six months Neither Prefer not to say

**7. What is your religion or faith?**

Hindu Sikh Christian Jewish Buddhist Muslim None

Other Prefer not to say

**8. Do you consider yourself to have a disability or a long-term health issue?**

**Disability** Yes No Prefer not to say

**Health Issue** yes No Prefer not to say

**9. Role you applying for/currently doing for Birth Companions**

**Staff Trustee Volunteer**

**Date:**