

**APPLICATION FORM: PART 2 OF 2**

Part 2 of the application form is regarding your personal information. This information is not used for shortlisting and is used for HR purposes only, it will not be seen by the selection panel. If you’d like more information on our GDPR policy, please read [recruitment privacy notice](https://ncvo-app-wagtail-mediaa721a567-uwkfinin077j.s3.amazonaws.com/documents/recruitment-data-privacy-notice.pdf) (pdf, 120KB), which is also available on our website. Please note that we can only shortlist you on the information you provide in part 1 of your application. **CVs will not be considered.**

## Application

|  |  |
| --- | --- |
| Post applied for |  |
| Where did you see this advertised |  |

## Personal Details

|  |  |
| --- | --- |
| Title |  |
| Preferred Pronoun (optional) |  |
| First Name |  |
| Last Name |  |
| **How is your name pronounced (Visit** [**https://www.raceequalitymatters.com/mynameis/**](https://www.raceequalitymatters.com/mynameis/) **for info)** |  |
| **Preferred Name (if different from first name)** |  |
| **Address** |  |

## Contact Details

|  |  |
| --- | --- |
| Telephone (mobile) |  |
| Telephone (alternative) |  |
| Email Address |  |

## Declaration of right to work in the UK

**All applicants must have the legal right to work in the UK. If you currently hold a visa, please provide details below so we can support any required checks.**

By ticking this box, I declare that I have the right to work in the United Kingdom.

If you are currently in the United Kingdom on a Visa basis (excluding unlimited leave to remain) please confirm the Tier, Type and the expiry date of your Visa.

|  |  |
| --- | --- |
| **Visa Tier** - Click on ‘choose an item’ to select an option from the dropdown list | Choose an item. |
| **Visa Type** - Click on ‘choose an item’ to select an option from the dropdown list | Choose an item. |
| **Visa Expiry Date** | Click or tap to enter a date. |

I am aware that if an offer of employment is made to me, this will be subject to my providing proof of the right to work in the UK and failure to do so will result in this offer being withdrawn.

## Interview availability

|  |  |
| --- | --- |
| If you’re unavailable for the advertised interview date, please provide further availability here |  |

## References

Employment at NCVO is subject to the receipt of satisfactory references. At the point of interview you must provide details of two referees.

One reference must be from the HR Department of your current/most recent employer, the other must be from the HR Department or a Line Manager from your immediate previous role (paid or voluntary work). We will not take references without your personal permission and not until after the offer stage.

## Declaration

I certify that the information given on parts one and two of the application form is correct to the best of my knowledge.

I freely give my explicit consent that the information which I give on parts one and two of the application form may be processed in accordance with NCVO’s registration under the Data Protection Act 2018.

I understand that information provided will be used in accordance with NCVO’s recruitment privacy notice, which is available on NCVO website.

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

By ticking this box, I declare that the information provided is true and correct.

**Date** Click or tap to enter a date.

We welcome applications from people from all backgrounds and communities. If you have access needs or require reasonable adjustments as part of the recruitment process, please let us know in the recruitment monitoring form below.

## Recruitment monitoring form

**Statement of policy**

NCVO is an equal opportunity employer. We’ll apply objective criteria to assess potential suitability for jobs. We aim to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, religion or belief, age, gender, gender reassignment, maternity, marital status, sexual orientation or disability. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equality of opportunity and, where appropriate and possible, special training to enable them to progress both within and outside the organisation. NCVO is committed to continuing to make this policy effective and bring it to the attention of all employees.

**Monitoring**

To ensure the continued development of the above policy, all applicants are asked to complete the information below. You are not obliged to answer all questions, but obviously the more information you supply the more effective our monitoring will be.

If you choose not to answer questions, it will not affect your application. The information you supply here is confidential to the human resources department and will be used solely for monitoring purposes. The selection panel will not see this form.

**What is your ethnic background?**

Click on ‘choose an item’ to select an option from the dropdown list: Choose an item.

**What is your nationality?**

Click here to enter text.

**What is your sexual orientation?**

Click on ‘choose an item’ to select an option from the dropdown list: Choose an item.

If you selected ‘prefer to self-describe’, please add details below:

Click here to enter text.

**Which of the below best describes your gender?**

Click on ‘choose an item’ to select an option from the dropdown list: Choose an item.

If you selected ‘prefer to self-describe’, please add details below:

Click here to enter text.

**What is your religion?**

Click here to enter text.

**Age group**

Click on ‘choose an item’ to select an option from the dropdown list: Choose an item.

**Do you consider yourself to have a disability or long-term condition?**

*A disability is defined as a physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on your ability to do daily activities. Please see the* [*ACAS guidance*](https://www.acas.org.uk/what-disability-means-by-law) *for further information.*

Click on ‘choose an item’ to select an option from the dropdown list: Choose an item.

If yes, would you like to tell us more?

Click here to enter text.

**What was the occupation of your main household earner when you were about aged 14?**

Click on ‘choose an item’ to select an option from the dropdown list: Choose an item.

**Please return both parts of your application form to:** [**recruitment@ncvo.org.uk**](mailto:recruitment@ncvo.org.uk)**.**