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NCVO internal reference: for HR use

# NCVO application form: Part 2 of 2

**Please ensure you’ve read our** [**recruitment privacy notice**](https://ncvo-app-wagtail-mediaa721a567-uwkfinin077j.s3.amazonaws.com/documents/recruitment-data-privacy-notice.pdf)(pdf, 120KB), also available on our website.

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

Please note that we can only shortlist you on the information you provide in part 1 of your application. **CVs will not be considered.** Write clearly in black ink or type.

|  |  |
| --- | --- |
| Post applied for | Click here to enter text. |
| Reference no. (quoted on advertisement for post) | Click here to enter text. |
| Where did you see this advertised? | Click here to enter text. |

## Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Preferred pronoun *(optional)***  ***E.g.: he/she/they*** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **How is your name pronounced? (please go to** [**https://mynameis.raceequalitymatters.com/**](https://mynameis.raceequalitymatters.com/) **for more info)** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |
| **Address** | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Telephone (day)** | Click here to enter text. |
| **Telephone (evening)** | Click here to enter text. |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

If we need to contact you at work, we will always be discreet.

## Declaration of right to work in the UK

**Please note that we require all applicants to have the appropriate right to work in the UK.**

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

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be subject to my providing proof of the right to work in the UK and failure to do so will result in this offer being withdrawn.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

Please give us any dates you will **not** be available for interview:

Click here to enter text.

## References

Employment at NCVO is offered to subject to receipt of satisfactory references. Please give details of two referees. One of these should be the line manager from your present or most recent employer (paid or voluntary work).

Your referees should not be relatives or personal friends. If your two referees are from the same organisation, we’ll also require details from a different previous employer.

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

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email | Click here to enter text. |

## 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.

**Signed**

Click here to enter text.

**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 will be 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 a continuing programme of action 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.

#### Post applied for

Click here to enter text.

#### What is your ethnic background?

Tick the appropriate box below.

White: English, Welsh, Scottish, Northern Irish or British

White Irish

White European

Any other white background

Black, Black British, Caribbean or African: Caribbean

Black, Black British, Caribbean or African: African

Mixed or Multiple Global Majority groups: White and Black Caribbean

Mixed or Multiple Global Majority groups: White and Black African

Any other Black, Black British, Caribbean or African background

Asian or Asian British: Indian

Asian or Asian British: Pakistani

Asian or Asian British: Bangladeshi

Asian or Asian British: Chinese

Mixed or Multiple Global Majority groups: White and Asian

Any other Asian background

Any other Mixed and Multiple Global Majority background

Any other global majority group

Prefer not to say

#### What is your nationality?

Click here to enter text.

#### What is your sexual orientation?

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?

Female

Male

Non-binary

Intersex

Prefer not to say

Prefer to self-describe: Click here to enter text.

#### What is your religion?

Click here to enter text.

#### Age group

Under 20

20-25

26-35

36-45

46-55

56-65

Over 65

#### 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.***

Yes

No

#### 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?

Tick the appropriate box below.

**Modern professional & traditional professional occupations** such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer.

**Senior, middle or junior managers or administrators** such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.

**Clerical and intermediate occupations** such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.

**Technical and craft occupations** such as: motor mechanic, plumber, printer, electrician, gardener, train driver.

**Routine, semi-routine manual and service occupations** such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.

**Long-term unemployed** (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year).

**Small business owners** who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.

**Other** such as: retired, this question does not apply to me, I don’t know.

**I prefer not to say**

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