

**Application Form**

**HR & Office Administrator**

Please return this completed form to [recruitment@cpag.org.uk](mailto:recruitment@cpag.org.uk)

**Personal details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Mobile number: |  |
| Email: |  |
| Preferred method of contact? |  |

**Current Employment**

Please give details of your present or most recent employer.

|  |  |
| --- | --- |
| Employers Name: |  |
| Job Title: |  |
| Start date: |  |
| Leave date: |  |
| Salary: |  |
| Reason for leaving: |  |
| Summary of duties: |  |

**Previous Employment**

Please start with the most recent position and work backwards.

|  |  |
| --- | --- |
| Employers Name: |  |
| Start date: |  |
| Leave date: |  |
| Reason for leaving: |  |
| Job title and summary of duties: |  |
| Employers Name: |  |
| Start date: |  |
| Leave date: |  |
| Reason for leaving: |  |
| Job title and summary of duties: |  |
| Employers Name: |  |
| Start date: |  |
| Leave date: |  |
| Reason for leaving: |  |
| Job title and summary of duties: |  |
| Employers Name: |  |
| Start date: |  |
| Leave date: |  |
| Reason for leaving: |  |
| Job title and summary of duties: |  |
| Employers Name: |  |
| Start date: |  |
| Leave date: |  |
| Reason for leaving: |  |
| Job title and summary of duties: |  |

**Other Experience**

Please give details of any unpaid work or other experience relevant to this post

|  |
| --- |
|  |

**Qualifications**

Please list below examination results with dates

|  |  |
| --- | --- |
| **Qualification** | **Result** |
|  |  |
|  |  |
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**Training**

Please list any specialist knowledge acquired that is relevant to the job including training courses attended (with dates).

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| --- | --- |
| **Training** | **Date attended** |
|  |  |
|  |  |
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**Work Permit**

|  |  |
| --- | --- |
| Do you require a work permit? |  |

**The successful candidate will be required to show proof of eligibility to work in the United Kingdom prior to the start date. A list of documentation required will be sent with the provisional offer letter.**

**Personal Statement**

**Please address all the criteria in the person specification, giving examples to show how you meet each requirement. Please be concise.**

|  |
| --- |
|  |

**References**

Please give the names of two referees, one of whom should be your present or most recent employer. (If this is not possible, then someone who has known you well in your most recent work experience/employment.)

**We will take up references for the successful candidate only.**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Email: |  |

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Email: |  |

**Notice period required/date available for employment**

|  |
| --- |
|  |

**Declaration**

I confirm to the best of my knowledge that the information given on this form is true.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

**Return this completed form to** [**recruitment@cpag.org.uk**](mailto:recruitment@cpag.org.uk)

Please let us know if you have any feedback or comments regarding the recruitment process so far:

|  |
| --- |
|  |

**Privacy Policy & Data Protection**

When you apply for a job or volunteer placement with CPAG, your personal data will be collected to monitor the progress of your application. Where we need to share your data, for example to gather references, you will be informed beforehand unless the disclosure is required by law. These checks are only done after a position has been offered to the successful candidate. Personal data about unsuccessful applicants is held for 12 months. You can ask for us to remove your data before then if you do not want us to hold it.

 **Equality Monitoring Form**

**HR & Office Administrator**

In the interests of monitoring our recruitment procedures we would be grateful if you complete our recruitment monitoring form.

The form should take no longer than 5 minutes to complete and will not form part of the selection process.

CPAG recognises that inequality is both a cause and effect of child poverty, and that diverse groups within society suffer disproportionately from child poverty. We therefore cannot achieve our goal of eradicating child poverty without promoting equality and diversity.

CPAG is committed to a society based on equality, which embraces diversity and where everyone is treated fairly, with respect, and free from discrimination. CPAG recognises that it has an organisational responsibility to tackle inequality and encourage diversity in respect of both the work it undertakes and the people it employs.

By recruiting and developing people from the widest possible pool of talent, CPAG believes that it can better deliver its policy and campaigning work as well serve its customers and users more effectively.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and not form part of the selection process, and will be used only for monitoring purposes. It will be separated from your application before it is sent to the shortlisting panel.

1. **How do you describe your gender?**

Male

Female

In another way : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. **What is your sexual orientation?**

Heterosexual/straight

Gay/Lesbian

Bisexual

In another way: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. **What age group are you in?**

18-24

25-34

35-44

45-54

55-64

65+

Prefer not to say

1. **What is your religion or belief?**

No religion (including atheist)

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Any other religion or belief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. **What is your ethnic group? Choose one option that best describes your ethnic group or background.**

**White**

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or Irish Traveller

Any other white background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed/Multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/multiple ethnic background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian/Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black/ African/Caribbean/Black British**

African

Caribbean

Any other Black/African/Caribbean background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**

Arab

Any other ethnic group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prefer not to say**

1. **Do you consider yourself to have a disability, impairment or health condition?**

Yes

No

Prefer not to say

**If yes, what best describes your disability, impairment, learning difference or health condition? Please tick all that apply.**

A specific learning difference such as dyslexia, dyspraxia or AD(H)D

General learning disability (such as Down's syndrome)

A developmental disability such as autistic spectrum disorder

A long-standing illness or health condition such as cancer, HIV or diabetes

A mental health condition, such as depression, schizophrenia or anxiety disorder

A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair

Deaf or serious hearing impairment

Blind or a serious visual impairment uncorrected by glasses

Other not listed above: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. **Do you have caring responsibilities? Please tick all that apply.**

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

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

Modern professional and traditional professional occupations such as teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil engineer or 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 or waitress, bar staff

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

Small business owners who employed fewer than 20 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

1. **Which type of school did you attend for the most time between the ages of 11 and 16?**

State-run or state-funded school

Independent or fee-paying school

Independent or fee-paying school, where I received a means-tested bursary covering 90% or more of the overall cost of attending throughout my time there

Attended school outside the UK

I don’t know

Prefer not to say

1. **If you finished school after 1980, were you eligible for free school meals at any point during your school years?**

Yes

No

Not applicable (finished school before 1980 or went to school overseas)

I don’t know

Prefer not to say