|  |  |
| --- | --- |
| Application Form |  |

|  |
| --- |
| **Please note that** **CVs will not be accepted**. |

|  |  |
| --- | --- |
| **Post applied for** | **IDVA working with LGBT clients** |

**1. Personal Details**

|  |  |
| --- | --- |
| **Last Name** |  |
|  |  |
| **First Name(s)** |  |
|  |  |
| **Address** |  |
|  |  |
| **Home Phone** |  |
|  |  |
| **Mobile Phone** |  |
|  |  |
| **Email Address** |  |

**2. References**

Please give the name and address of two referees, one of whom should be your current or most recent employer. **References will only be requested if you are shortlisted for interview.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  |  |  |
|  |  |  |  |  |
| **Job Title** |  |  |  |  |
|  |  |  |  |  |
| **Address** |  |  |  |  |
|  |  |  |  |  |
| **Telephone** |  |  |  |  |
|  |  |  |  |  |
| **Email** |  |  |  |  |

**3. Other relevant information**

**a. Access requirements for interview**

Do you have any specific access requirements in order to attend or take part in the interview?

NO / YES (if yes, please give details)

**b. Starting date**

If offered the job, when could you start?

|  |
| --- |
|  |

**c. Criminal convictions**

Do you have any criminal convictions or official police cautions?

YES / NO

An enhanced DBS check will be carried out on the successful candidate. Any offer of employment will be subject to a satisfactory DBS check.

**4. Your Education and Training**

Please give details and dates of any relevant educational attainments *(including formal education, short courses etc.).*

|  |  |  |
| --- | --- | --- |
| **Dates** | **Institution or organisation** | **Qualifications and/or course title** |
|  |  |  |

Continue on a separate sheet if necessary.

**5. Your Work History**

Please tell us about your work history in the last 10 years. Include any unpaid or voluntary work relevant to the position for which you are applying. **Start with your current or most recent job.**

|  |  |  |
| --- | --- | --- |
| Name and address of organisation | Job title with dates | Brief description of duties and reason for leaving |
|  |  |  |

Continue on separate sheet if necessary.

**6. Supporting Information**

Using the candidate specification as a guide, please detail how your experience meets these criteria. Please continue on a separate sheet if necessary.

**7. Declaration**

To the best of your knowledge, do you know, or are you related to, any member of staff or trustee of Birmingham LGBT? Please circle.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  | **NO** |  | **Unsure** |

|  |  |
| --- | --- |
| **If ‘YES’, who?** |  |

**I declare that the information provided on this form is correct.**

|  |  |  |
| --- | --- | --- |
| **Signed:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Date:** |  |  |

**Please return to:** [recruitment@blgbt.org](mailto:recruitment@blgbt.org)

or print a copy and return it by post to:

Steph Keeble

Director

Birmingham LGBT

Birmingham LGBT Centre

39-40 Holloway Circus

Birmingham B1 1EQ.

