St Paul’s Community Development Trust



Kickstart - Application Form

**Name**

# Address

# Contact number

# Email address

**Work Coach Location: (e.g Sparkbrook, Kings Heath etc)**

**Work Coach Name:**

**Role that you are interested in** Tick

|  |  |  |  |
| --- | --- | --- | --- |
| Early Years Assistant |  |  |  |
| Family Support Assistant |  |  |  |
| ICT Assistant |  |  |  |
| Learning Assistant |  |  |  |
| Kitchen Assistant |  |  |  |

**Areas in which you have skills or experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Art & crafts |  | Working with children |  |  |  |
| Sports |  | Drama/music or dance |  |  |  |
| IT |  | Administration |  |  |  |
|  |  | Cleaning/Maintenance |  |  |  |
| Other – Please specify |

**Additional needs or access** Do you have any access requirements or require support to enable you work? Yes/No

If yes, please give further details:-



**Please give details of any employment:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Position Held** | **Dates from/To** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Please tell us of any relevant experience:-

**Please list any relevant qualifications:-**

**Criminal record.** All positions (paid or voluntary) are exempt from the provisions of the

Rehabilitation of Offenders Act 1974. We are obliged to ask you to disclose any convictions, cautions, reprimands, or final warnings.

Please detail any such below. All information is confidential and will be considered only if relevant to the work you will be doing.

 If none, write “I have no criminal convictions, cautions or pending court cases”.

Please give the names and addresses of 2 people who know you and are willing to supply a reference.

**A** **B**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Email |  | Email |  |
| Telephone |  | Telephone |  |

**In what capacity do these people know you?**

Signature of applicant

Date

**Data Protection Notice**

The information contained on this form will be processed in accordance with the principles of the Data Protection Act 2018 & GDPR. We will process the personal data contained in the form as you have **consented** to register as a Volunteer**,** therefore the legal basis for processing the information is your signed **consent.**

The information contained will only be processed by authorised St Pauls Community Development Trust staff. Unless otherwise stated we will not be share this information with any third party organisation. We do not process this data outside of the EEA or use any automated decision making or profiling to process your information. For full details of our Data Security & Privacy Statement refer to our website.

The information in this form will be normally be retained as long as you are with us.

|  |  |
| --- | --- |
|  | **Internal Use Only** |
| **Equal Opportunities Monitoring**PRIVACY NOTICE In order to help us effectively monitor our Programme you are requested to complete this equalities monitoring form. This form will be treated in the strictest confidence and will be separated from your application form for analysis by the HR Manager. I hereby agree to the processing of my personal data, please tick this box [ ]  |
| Where did you hear about the scheme? | Are you: **[ ]**  Male **[ ]** Female  |
| [ ]  Word of mouth | [ ]  Internet | [ ]  JCP Referral  | Date of Birth       |
| [ ]  Our Website | [ ]  Social Media |  |
| Do you consider yourself to have a disability? [ ]  Yes [ ]  No |
| If yes, please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **ETHNIC ORIGIN** |
| How would you describe your ethnic origin? **Please put a cross in one of the boxes** |
| Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. The categories listed below are approved by the Commission For Racial Equality. |
| **[ ]**  Asian or Asian British - Bangladeshi | **[ ]**  Mixed – White and Black African |
| **[ ]**  Asian or Asian British - Indian | **[ ]**  Mixed – White and Black Caribbean |
| **[ ]**  Asian or Asian British - Pakistani | **[ ]**  Mixed – other Mixed |
| **[ ]**  Asian or Asian British - Other Asian | **[ ]**  White - British |
| **[ ]**  Black or Black British - African | **[ ]**  White Irish |
| **[ ]**  Black or Black British - Caribbean | **[ ]**  White – Other White |
| **[ ]**  Black or Black British - Other Black | **[ ]**  Yemeni |
| **[ ]**  Chinese | **[ ]**  Not known or prefer not to say |
| **[ ]**  Mixed – White and Asian | **[ ]**  Any other group (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **OTHER** |
| **Religion** | I have no religious beliefs **[ ]**  Prefer not to say **[ ]**  |
| I would describe my religious background as:  |  |
| **Sexual Orientation** |  |
| Bi Sexual **[ ]**  | Gay/Lesbian **[ ]**  | Heterosexual **[ ]**  | Prefer not to say **[ ]**  |
| (an individual who is sexually attracted to both men and women) | (an individual who is sexually attracted to someone of the same sex) | (an individual who is attracted to someone of the opposite sex) |  |
| **ARRANGEMENTS FOR INTERVIEW** |
| Please give details of any arrangements you may require if called for interview |
|  |
|  |