

Application Form

Part 2

Position Applied for: LGBTQIA+ Link Worker

Please complete all sections of the form in black ink or type directly into the boxes. Application forms that are not completed in full will be rejected. CVs are not accepted.

You must return part's 1 and 2 of our application form to be considered for this vacancy.

Please return applications to:

EMAIL: hr@northumberlandpride.org.uk **Subject:** Recruitment, Job Title
POST: Private and Confidential, Recruitment, Pride Action North, Ashington Workspace, Lintonville Parkway, Ashington, Northumberland, NE63 9JZ. *Applications sent via post much reach us by the closing date advised or will be rejected.*

The text within this document is at least size 14, headings size 16 and in font Arial.

Pride Action North is a Disability Confident (Committed) employer. If you require this form or any information associated with this vacancy in large print, please email us at hr@northumberlandpride.org.uk.

Your data is processed in compliance with the Data Protection Act 2018 (sometimes referred to as GDPR). We will use the information you provide as part of vacancy selection and shortlisting. We will only use your information as part of your application to us. We will not share your information for any other purpose unless you have consented to this.

Personal Information

Full Name:	
Pronouns:	
Address:	
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	

We will only contact you about your application by email. Please indicate clearly if this will be an issue for you and let us know below why.

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**Are there any restrictions on you taking up employment in the UK?
(If yes, please provide more details)**

Yes No

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Education and Training

Please list your qualifications and relevant training. You don't need to list the institution that you received this from. If you are completing this form electronically you can add more rows if you need more space and if by hand, you can use separate sheets however please add your name and the position you are applying for at the top of each additional sheet.

Course	Qualification and grade	Dates (from/to)

Applicants with disabilities

Use the space below to let us know about anything that you need in order to fully participate in an interview for this post. Any information disclosed here will be treated confidentially and will not be considered in the selection process. If you would prefer to discuss this prior to selection, please contact us at hr@northumberlandpride.org.uk.

References

We ask that you provide us with at least two referees. We will not contact them before the interview without seeking your permission. At least one must be you're your current employer or your most recent if you are not in employment.

We must be able to write to them at their registered address, or an email address that is registered to the organisation and not a personal address or personal email address.

Your subsequent referee should be someone who knows you well and will be able to comment on how suitable you will be for this post. This could be, for example, another recent employer, a teacher, tutor or lecturer, a person in a leadership position within your community group.

You should have the person's permission before supplying them as a referee. We usually won't accept a reference from someone who is related to you, or from a spouse or partner.

Reference One

Name	
Organisation	
Work Address	
Telephone Number	
Work Email	
Relationship	

Reference Two

Name	
Organisation	
Work Address	
Telephone Number	
Work Email	
Relationship	

Criminal Record

In line with safeguarding practice, Pride Action North undertakes enhanced DBS checks for all team members. Please give details of any convictions that are not considered spent under the Rehabilitation of Offenders Act 1974. Having a reprimand or conviction does not necessarily bar you from employment with us. Each situation will be assessed on its individual merits and in relation to the circumstances of the conviction and the role applied for. We expect applicants to be honest when applying for roles with Pride Action North however if you have concerns you should have an open and honest conversation with us beforehand.

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Declaration

Are you related to or known by anyone at Pride Action North who is either an employee, trustee or volunteer?

Yes No

How much notice would you be required to give your current employer?

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I agree to Northumberland Pride Limited t/a Pride Action North holding the information supplied subject to the Data Protection Act 2018 (sometimes referred to as GDPR). I consent to Pride Action North obtaining an enhanced DBS check.

The information supplied will remain confidential within Pride Action North and will only be accessible by authorised staff and volunteers and will not be supplied to any third parties.

I declare that the information given in this form is correct. I understand that giving incorrect, false, or misleading information may result in the termination of my contract if I am appointed.

Signed:
Date:

When submitting your application, please:

1. Complete all sections of our application form's part 1 and part 2 and email this to hr@northumberlandpride.org.uk with the subject Recruitment, Job Title
2. Complete our online equal opportunities monitoring form at <https://app.upshot.org.uk/survey/592c3fd6/4707/6723e02f/>.
3. Signed the declaration