**SECTION 1: DECLARATION ACKNOWLEDGEMENT**

Thank you for your interest in working for The Brain Charity.

This application form has three sections:

1) Declaration Acknowledgement,

2) Equal Opportunity monitoring information

3) Education, training and employment background and references.

Applicants should complete all sections in black typed text or ink. We wish to ensure that all applicants are treated fairly in terms of shortlisting, so we do not accept CVs as application.

The Brain Charity is a Disability Confident employer. We are committed to equal opportunities and do not discriminate on the basis of age, disability, gender, gender reassignment, marital status, race, religion or belief and sexual orientation. All information collected in sections 1 and 2 are for monitoring purposes and will be anonymised at shortlisting stage.

All data provided by you will be handled confidentially and in accordance with the General Data Protection Regulation 2018. Successful applicants will have the information transferred to their personal file. Please sign to indicate your agreement.

*I agree to the storage of my information as outlined above.*

*I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare that to the best of my knowledge the above information and that submitted in any accompanying document(s) is correct.*

Name and signed:

Position applied for:

Contact phone number:

Email address:

Date:

If you have any difficulty completing this application form, please email [hr@thebraincharity.org.uk](mailto:hr@thebraincharity.org.uk) or call 0151 298 2999.

**SECTION 2: EQUAL OPPORTUNITIES**

We wish to ensure that all applicants are treated fairly. This section will be separated from your application form upon receipt and its contents withheld from those responsible for shortlisting for interview. To assist in this policy provide the following information:

Position applied for:

Title:

Full name:

Date of birth:

Home Address:

Where did you learn of the post:

Preferred working arrangements: Full-time / Part-time / Job share

If selected for interview, do you have any dates you are unavailable? If yes, please specify: (Y/N)

Available start date:

Do you consider yourself to have a disability? (Y/N)

Do you wish to claim a guaranteed interview under the Disability Confident ‘two ticks’ scheme? You must meet the minimum criteria for the vacancy. (Y/N)

If selected for interview, do you require any additional arrangements? If yes, please specify: (Y/N)

Please provide details of two emergency contacts:

Emergency contact 1

Name:

Relationship to you:

Contact number:

Emergency contact 2

Name:

Relationship to you:

Contact number:

**Gender (please indicate):**

1. Prefer not to say 4.Trans-gender

2. Male 5. Non-binary

3. Female 6.Any other gender, please describe

**Ethnicity (please indicate):**

1. Prefer not to say

**White**

2. English/Welsh/Scottish/Northern Irish/British  
3. Irish  
4. Gypsy or Irish Traveller  
5. Any other White background, please describe

**Mixed/Multiple ethnic groups**

6. White and Black Caribbean  
7. White and Black African

8. White and Asian  
9. Any other Mixed/Multiple ethnic background, please describe

**Asian/Asian British**

10. Indian  
11. Pakistani  
12. Bangladeshi  
13. Chinese  
14. Any other Asian background, please describe

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

15. African  
16. Caribbean  
17. Any other Black/African/Caribbean background, please describe

**Other ethnic group**

18. Arab  
19. Any other ethnic group, please describe

**Religion or belief (please indicate):**

1. Prefer not to say 6. Jewish

2. Agnostic 7. Muslim

3. Buddhist 8. Sikh

4. Christian 9. No religion

5. Hindu 10. Any other religion, please describe

**Sexual orientation (please indicate)**

1. Prefer not to say 4. Heterosexual / straight

2. Bisexual 5. Lesbian

3. Gay 6. Any other orientation, please describe

Do you have any endorsements in your passport which limit your stay or length of employment in the UK? (Y/N)

If yes, please detail:

The Brain Charity complies with the Immigration, Asylum and Nationality Act 2006, and will require all employees to provide documentary evidence of their legal right to work in this country **prior to commencing employment.** Failure to provide this evidence will delay your employment start date.

From the list below, please indicate the relevant option to confirm which of these apply to you and, if applicable, where you have current visa and expiration date:

1. I am a citizen of the UK, EU Area with settled status, or Switzerland
2. I have indefinite leave to remain
3. I am a dependant of someone who has permission to work/study in the UK
4. I hold a Tier 1 visa
5. I hold a Tier 2 (general) visa
6. I hold a valid student visa
7. I hold a tier 4 (Doctorate Extension Scheme) visa
8. I do not have eligibility to work in the UK / require sponsorship
9. Other please state:
10. Date of visa expiration (if applicable)

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**SECTION 3.1: CANDIDATE EDUCATION**

Education and professional qualifications:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secondary School / College / University | Dates | | Examinations taken | Date | Grade/Result |
| From | To |
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Other professional qualifications, training courses, papers: date and grade

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| --- | --- | --- | --- | --- | --- |
| Qualification / training / paper title | Dates | | Examinations taken | Date | Grade/Result |
| From | To |
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Please insert rows as necessary.

**SECTION 3.2: EMPLOYMENT HISTORY**

Current Employment

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date (if applicable):

Salary:

Reason for leaving:

Period of notice:

Outline your duties and responsibilities incl. to whom you are responsible and staff responsible to you (if applicable):

Previous Employment 1 (from most recent):

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline your duties and responsibilities incl. to whom you are responsible and staff responsible to you (if applicable):

Previous Employment 2:

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline your duties and responsibilities incl. to whom you are responsible and staff responsible to you (if applicable):

Previous Employment 3:

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline your duties and responsibilities incl. to whom you are responsible and staff responsible to you (if applicable):

Previous Employment 4:

Job title:

Name of employer:

Industry/Business of Employer:

Start/end date:

Salary:

Reason for leaving:

Outline your duties and responsibilities incl. to whom you are responsible and staff responsible to you (if applicable):

Please add entries as necessary and applicable to role post.

**SECTION 3.3: RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

Please use this section to detail your relevant skills, knowledge, experience and your reasons for applying for the post.

**SECTION 3.4: OTHER INFORMATION**

What activities outside work interest you? (State any positions held you consider relevant)

Do you hold a UK driving license? (Y/N)

Do you have access to a vehicle? (Y/N)

**Rehabilitation of offenders Act 1974**

Have you any convictions that are not spent under Rehabilitation of Offenders Act 1974? (Y/N)

If Yes, please provide further details:

**SECTION 3.5: REFERENCES**

Provide details of two referees. One must be your latest employer

Reference 1

Full name:

Job title:

Organisation:

Type of reference (please indicate): Employment / Academic / Personal

Contact number:

Email address:

May we contact before interview? (Y/N)

Reference 2

Full name:

Job title:

Organisation:

Type of reference (please indicate): Employment / Academic / Personal

Contact number:

Email address:

May we contact before interview? (Y/N)