

**Jacari Bristol Coordinator: Application Form**

Thank you for your interest in our Bristol Coordinator position. Please read the following guidance about completing the application form carefully.

**Completing the application form**

Please type your answers into the boxes provided and complete all sections as fully as possible. Your answers to this application form will be used to help us shortlist candidates for interview so please give as much relevant detail as possible. Please note, we value all experience you may have, whether this was gained through paid or voluntary work, or through lived experience.

**Submitting your application**

* The deadline for applications is **Wednesday 4th September at 12 noon.**
* Please submit your completed application form, by email to [jobs@jacari.org](mailto:jobs@jacari.org).
* Please submit in Word format, not as a PDF, so that we can easily anonymise your application.
* Please also complete our (anonymous) Equal Opportunities Monitoring Form online, the link for which can found at the end of this application form.

All applications will be acknowledged. Late applications cannot be considered, and we are unable to accept CVs or covering letters.

**Any questions?**

If you have any questions, or would like to arrange an informal chat about the role, contact Katy Isaac: [katy.isaac@jacari.org](mailto:katy.isaac@jacari.org) 07541 543259.

To request an application form in an alternative format, please email [jobs@jacari.org](mailto:jobs@jacari.org)

**Section 1: Personal details**

*This page will be removed and not seen by the recruitment panel so that your application is anonymised, in line with our fair recruitment policy.*

| Full name |  |
| --- | --- |
| Pronouns |  |
| Email address |  |
| Address |  |
| Phone number |  |

**Interview arrangements**

We are planning to hold interviews on **Monday 16th September** in-person at our office in The Unity Centre, 7 Unity Street, Bristol, BS1 5HH. We will inform candidates who have been successfully shortlisted by 5pm on Tuesday 10th September.

| If successfully shortlisted, would you be available for interview on Monday 16th September? | Yes/No |
| --- | --- |
| If yes, do you have a time preference? (We will do our best to accommodate!) | |
|  | |
| If invited to interview, are there any reasonable adjustments or special arrangements you would need? | Yes/No |
| If yes, please provide details below: | |
|  | |

How did you hear about this job?

|  |
| --- |

**Section 2: Employment history (paid work)**

Starting with your **most recent** role, please tell us about your relevant employment history in paid work. There is a separate section for voluntary roles following this section.

| Organisation name |  |
| --- | --- |
| Job title |  |
| Dates in this employment  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving\* |  |

*\*Please note, we ask this in line with our safer recruitment policy*

| Organisation name |  |
| --- | --- |
| Job title |  |
| Dates in this employment  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

| Organisation name |  |
| --- | --- |
| Job title |  |
| Dates in this employment  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

*If you require more space to detail additional employment history, please copy and paste the above table as many times as required.*

If there are any gaps in your employment history, please tell us why. We ask this question in line with our safer recruitment policy.

| Gaps in employment history |  |
| --- | --- |

**Section 3: Education and training**

Please give details of education and training relevant to this post, including any work-based courses attended.

| **College / University attended** | **Dates attended (MM/YY - MM/YY)** | **Level of qualification achieved** | **Course Title/Subjects and grades achieved** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Section 4: Voluntary work**

Please tell us about any recent or relevant volunteer roles you have done.

| Organisation name |  |
| --- | --- |
| Role |  |
| Dates in this role  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

| Organisation name |  |
| --- | --- |
| Role |  |
| Dates in this role  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

*If you require more space to detail additional voluntary experience, please copy and paste the above table as many times as required.*

**Section 5: Your suitability for the role**

Please look at the Person Specification outlined at the bottom of the Job Description, and describe in the boxes below how you match the criteria listed, giving clear examples.

**Essential Criteria:**

| **Experience** |
| --- |
|  |
| **Skills** |
|  |
| **Knowledge and approach** |
|  |

**Desirable criteria:**

|  |
| --- |

**Reason for applying**

Please tell us why you are applying for this role at Jacari.

|  |
| --- |

**Additional information**

Please use this box to tell us about anything else which is relevant and would show your suitability for the role which has not been covered anywhere else on this form, including any relevant skills or knowledge you have gained from other life experiences that may be relevant.

|  |
| --- |

**Section 6: References**

Please tell us the details of two referees we can contact about your application. One of these should be your current or most recent employer. If you have had any experience working with children, either paid or voluntary, please provide a reference for your work in this role. We will only contact your referees if you are successful at interview and offered the role.

**Referee 1**

| Name |  |
| --- | --- |
| Job title and organisation |  |
| Relationship to you |  |
| Contact email address |  |
| Contact phone number |  |

**Referee 2**

| Name |  |
| --- | --- |
| Job title and organisation |  |
| Relationship to you |  |
| Contact email address |  |
| Contact phone number |  |

**Section 7: Self Disclosure form**

As the role you have applied for involves contact with children, we ask you to complete this self-disclosure form to help us keep children safe. If appointed, you will also be required to undergo the relevant vetting and barring checks. This will include checking criminal convictions and checking that you are not barred from working with children.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance, in line with our Data Protection Policy. You have a legal right to access any information held about you. All unsuccessful applications will be deleted after the recruitment process is concluded.

|  | *Please delete as appropriate* |
| --- | --- |
| **Have you ever been known to any Children's Services department or police as being a risk or potential risk to children?** | Yes/No |
| If yes, please provide further information | |
|  | |
| **Have you ever been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?** | Yes/No |
| If yes, please provide further information and include details of the outcome. | |
|  | |
| **Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?** | Yes/No |
| If yes, please provide further information | |
|  | |
| **Do you have any unspent convictions or conditional cautions in the UK or overseas?** | Yes/No |
| If yes, please provide further information | |
|  | |
| **Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by either the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England,Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?** | Yes/No |
| If yes, please provide further information | |
|  | |
| **Self-declaration** | |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention. | Yes/No |
| In accordance with the organisation’s procedures, if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | Yes/No |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | Yes/No |
| I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. | Yes/No |
| **Right to work in the UK**  I confirm I have the right to work in the UK and if successful, will be able to produce acceptable evidence of my right to work in the UK before starting employment. | Yes/No |
| **Signature** - Please insert or type your signature to confirm that the above information is correct. | |

**Section 8: Equal Opportunities Monitoring Form**

To help us ensure that we are recruiting fairly and equitably, please click [here](https://forms.gle/m1B9eFj4QwQAB3Wt7) and complete our Equal Opportunities Monitoring Form. Thank you.