**APPLICATION FOR EMPLOYMENT**

Please complete all sections of this form, the text boxes will expand as you type.

|  |
| --- |
| Applicant name:Email address:Phone number:Home address: |

|  |
| --- |
| Position applied for: |

|  |
| --- |
| Your skills and experience: *Please outline how your knowledge, skills and experience meets the criteria required for this role (as outlined in the job advert). Please note that the box will expand as you type. However, please do not exceed two pages.* |

|  |
| --- |
| Tell us what has motivated you to apply for this role at Run 4 Wales*Please note that the box will expand as you type. However, please do not exceed 500 words.* |

**References:**

Please provide 2 references (one must be from your current or most recent employer).

|  |
| --- |
| **Name:**  |
| **Address:**  |
| **Occupation/Job Title:**  |
| **Phone or email contact details:**  |

|  |
| --- |
| **Name:**  |
| **Address:**  |
| **Occupation/Job Title:**  |
| **Phone or email contact details:**  |

Run 4 Wales will source references for successful applicants only when an offer has been made as part of their recruitment process. Please ensure you advise us if you have any objections.

|  |
| --- |
| Certification and privacy statementI certify that, to the best of my knowledge, the information contained on this application form is true and correct. Some of the data on this form will be subject to the Data Protection Act 2018/General Data Protection Regulations. Run 4 Wales has a legitimate interest in holding this data, to facilitate the recruitment process and ensure the right decision is made on the appointment. The equal opportunities data will be used to monitor access to our vacancies in line with our Equality and Diversity Policy. The data will be held securely and not disclosed to others. It will be held for twelve months and then destroyed, unless you are appointed to the role, in which case, all of the recruitment paperwork will be transferred to your employment file, which could comprise paper and electronic documents. All application forms contain a statement explaining that the post applied for may be exempt from the Rehabilitation of Offenders Act 1974 and, therefore, the applicant has to disclose all spent convictions. All candidates will be asked to complete a section on their Right to Work in the UK on the application form.If you wish to receive a copy of our Equality and Diversity Policy and/or Data Protection Policy, please request this from the company’s Manager.Signature: ……………………………. Date: ……………………………. |

**Thank you for completing an application for employment with Run 4 Wales. Please complete the Diversity monitoring form below before submitting your form.**

**PLEASE SUBMIT THIS FORM TO:**

**jobs@run4wales.org**

**DIVERSITY MONITORING FORM**

Run4Wales promotes inclusion and diversity and seeks to regularly update its data records to ensure that these are in line with its commitment to staff equality and fairness.

Run4Wales is an equal opportunities organisation and aims to provide a discrimination-free working environment. We are committed to an action plan and a policy in line with equality legislation, which ensures that no employee or worker receives less favourable treatment because of a protected characteristic.

The following questions are about your profile and enable Run4Wales to monitor the effectiveness of its Equality and Diversity Policy. The information provides us with a profile of Run4Wales’s staff members so we can assess the representation of different groups and whether more needs to be done to achieve equality of opportunity.  **This form will be detached from your application form upon receipt.**

|  |  |  |
| --- | --- | --- |
| TITLE:  | FORENAMES:     KNOWN AS:    | SURNAME:  |
| DATE OF BIRTH:   |
| ADDRESS:    POSTCODE:  | MOBILE:    OTHER PHONE NO:  |

**AGE**

**Which age group do you belong to?**

|  |  |  |  |
| --- | --- | --- | --- |
| <20 years  |     | 18-24 years  |     |
| 25-34 years  |     | 35-44 years  |     |
| 45-54 years  |   | 55-64 years  |     |
| 65-74 years  |     | 75+ years  |     |
| Prefer not to say  |     |   |

**GENDER**

**How do you identify yourself?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Male *(including female-to-male trans men)*  |     | Female *(including male-to-female trans women)*  |   | Non-binary *(e.g. androgynous people)*  |     | Prefer not to say  |     |

**Is your gender identity different to the sex you were assumed to be at birth?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please describe the difference:*     |

**MARITAL STATUS**

**Which of the following best describes your current marital status?**

|  |  |  |  |
| --- | --- | --- | --- |
| Married  |    | Civil Partnership  |     |
| Partnership  |     | Separated  |     |
| Divorced  |     | Single  |     |
| Widowed  |     | Prefer not to say  |     |

**DISABILITY**

A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples include mobility, manual dexterity, speech, hearing, sight and memory.

**Having read this definition do you consider yourself to be disabled?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please describe the nature of your disability:*   |

**Do you believe you need reasonable adjustments to enable you to perform effectively?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please suggest what these may be:*   |

**Do you currently have challenges with your mental health?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please describe the nature of these:*   |

**Are there any triggers that would be helpful for us to be aware of?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please describe the nature of these:*   |

**SEXUAL ORIENTATION**

**Which of the following statements best describes you?**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual  |     | Gay man  |     |
| Gay woman/lesbian  |     | Heterosexual/straight  |     |
| Other  |     | Prefer not to say  |     |

**RELIGION AND BELIEFS**

**What religion, religious denominations or body do you belong to?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhism  |     | Islam  |     |
| Christianity  *(including Church of England, Catholic, Protestant and all other Christian denominations)*  |     | Judaism  |     |
| Hinduism  |     | Sikhism  |     |
| No Religion  |   | Prefer not to say  |     |
| Other philosophical or spiritual belief or religion *(please specify):*  |     |

Run4Wales is committed to promoting a fair and inclusive working environment, particularly with regard to employees’ religion and beliefs. As such, if your religion requires observance of particular prayer times during the working day, Run4Wales will seek to respect these wherever possible. Additionally, if your religion requires a designated space for the purpose of religious observance, Run4Wales will seek to reasonably accommodate such needs.

**Does your religion require observance of particular prayer times during a standard working day?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please describe these in more detail:*   |

**Does your religion require a designated space for the purpose of religious observance?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes  |   | No  |   | Prefer not to say  |   |
| *If yes, please describe what this may involve:*   |

**NATIONAL IDENTITY AND ETHNICITY**

**Do you have the indefinite right to work in the UK?**

|  |  |
| --- | --- |
| Yes  |   |
| No   |     |
| *If no, please specify your eligibility to work in the UK:*  |

**Which nationality do you most identify with?**

|  |  |  |  |
| --- | --- | --- | --- |
| Welsh  |   | British  |   |
| English  |   | Mixed-British e.g. Welsh-British *(please specify)*:  |   |
| Scottish  |   | Prefer not to say  |   |
| Northern Irish  |   | Other national identity *(please specify)*:  |   |

**Which ethnic group do you most identify with?**

|  |  |  |
| --- | --- | --- |
| **White**  | British   |     |
| Welsh  |     |
| English  |     |
| Scottish  |     |
| Northern Irish  |     |
| Irish  |     |
| Gypsy or Irish Traveller  |     |
| Any other white background *(please specify)*:  |     |
| **Mixed / Multiple Ethnic Backgrounds**  | White and Black Caribbean   |     |
| White and Black African   |     |
| White and Asian   |     |
| Any other mixed/multiple ethnic background *(please specify)*:  |     |
| **Asian / Asian British**   | Indian  |  |
| Pakistani  |  |
| Bangladeshi  |  |
| Chinese  |  |
| Any other Asian background *(please specify)*:  |  |
| **Black / African / Caribbean /** **Black British**  | African  |  |
| Caribbean  |  |
| Any other Black/African/Caribbean background *(please specify)*:  |  |
| **Any Other Ethnic Background**  | Arab  |  |
| Any other ethnic background (please specify):  |  |
| **Prefer not to say**  |  |  |

**WELSH LANGUAGE PROFICIENCY**

**How would you describe your Welsh language proficiency?**

|  |  |
| --- | --- |
| Fluent  |   |
| Proficient speaker  |   |
| Proficient in writing  |   |
| Inarticulate  |   |