Application Form – October 2018

Please submit your application form **to be received no later than 5pm on Friday 9th November 2018.**

**Your application form should be emailed to tracy@wadars.co.uk.**

Alternatively, you can send by post to Tracy Cadman, Operations Manager, Wadars, Hangleton Lane, Ferring, Worthing, West Sussex, BN12 6PP and the envelope should be marked ‘Private & Confidential Ref CAT2018’.

Please make sure that you read the recruitment pack before making your application and remember that only completed applications made on this form will be considered.

***Privacy notice for applicants***

*Thank you for sending your application form and any covering letter to Wadars. Your application and any covering letter contains personal information about you and we are committed to ensuring that this information is used only for the purpose you provided it to us, which is to assess whether you are suitable for the role which you have applied for. We will ensure that your personal information is held securely and only for as long as legitimately required. Should your application be unsuccessful, your personal information will be securely destroyed after 12 months. If your application is successful, your personal data will be held in line with the privacy notice for employees, workers and contractors. This will be provided to successful candidates as part of onboarding processes, or you can also request a copy sooner by emailing* [*dataprotection@wadars.co.uk*](mailto:dataprotection@wadars.co.uk)*. You have the right at any time to withdraw your consent for us to process your personal information and, if you wish to withdraw your consent, please email* [*dataprotection@wadars.co.uk*](mailto:dataprotection@wadars.co.uk)*. Once we have received notification that you have withdrawn your consent, we will no longer process your application and we will dispose of your personal data securely.* ***By continuing with this application form, you are confirming that you have read and understood this privacy notice.***

Which role(s) are you interested in (please tick all that apply)

|  |  |
| --- | --- |
| Role A - Animal Care Assistant (Cattery) 20 hours per week – 8am to 12pm, Monday to Friday | Yes / No |
| Role B - Animal Care Assistant (Cattery) 20 hours per week – 12 noon to 4pm, Monday to Friday | Yes / No |
| Role C - Animal Care Assistant (Cattery) 16 hours per week – Saturday & Sunday | Yes / No |
| Role D - Animal Care Assistant (Flexible across all units) zero hours contract | Yes / No |
| Weekend Receptionist – average of 5 hours each week – Saturday or Sunday | Yes / No |

Personal Details

|  |  |
| --- | --- |
| Title & full name |  |
| Full address |  |
| Contact telephone numbers  Email address | Home Mobile |
| Notice period |  |

## Education

From GCSE or equivalent to further education in chronological order

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained / Grade achieved** |
|  |  |

Employment (current/most recent first)

*Continue on a separate sheet if necessary*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Name & address of employer | Details of main duties | Salary | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Suitability (*continue on a separate sheet if necessary*)

|  |
| --- |
| Experience & Skills  Giving specific examples, please demonstrate how you meet each of the the requirements for *experience and skills* as detailed in the person specification.  Qualities  Giving specific examples, please demonstrate how you meet each of the requirements for *qualities* as detailed in the person specification. |

**Other information**

|  |
| --- |
| Please let us know of any other information that might assist us in assessing your suitability for the role. |

**Referees**

Please give the names and addresses of at least two persons as referees who can comment on your suitability for this position, other than a relative, who can be approached now for references. You are also required to give your current or most recent employer; no approach will be made to your present employer without an offer of employment being made.

|  |
| --- |
| **Name of current/most recent employer (referee 1)**  Address  Telephone number(s)  Email address  Position held  Capacity in which known to you and when they observed your experience and skills  *Your current or previous employers will not be contacted before an offer of employment is made* |
| **Name of referee (Referee 2)**  *This referee may be contacted now*  Address  Telephone number(s)  Email address  Current occupation  Capacity in which known to you and when they observed your experience and skills |
| **Name of referee (Referee 3)**  *This referee may be contacted now*  Address  Telephone number(s)  Email address  Current occupation  Capacity in which known to you and when they observed your experience and skills |

**General Information**

|  |
| --- |
| Have you ever been convicted of a criminal offence?  *(Declaration subject to the Rehabilitation of Offenders Act 1974)* Yes / No |
| Do you have any disabilities that might affect you application? Yes / No  Please tell us if:   1. There are any reasonable adjustments we can make to assist you in your application: 2. There are any reasonable adjustments we can make to the job itself to help you carry it out: |
| Do you need a work permit to work in the UK? Yes / No |
| Do you have a full clean UK driving licence? Yes / No |
| Do you know any staff, trustee, volunteer or member of Wadars? Yes / No |
| How did you first hear about this vacancy? |
| Have you ever applied to work or volunteer with Wadars before? Yes / No |
| If appointed, when could you start work for us? |

|  |
| --- |
| Declaration  I consent to the information contained in this form, and any information received by or on behalf of Wadars relating to the subject matter of this form, being processed by them in administering the recruitment process.  I declare that the information I have given on this form is complete and accurate.  I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.  By applying for the position I automatically consent to the above.  Name: Date:  **As we are asking for e-mail applications, inserting your name in the line above will be regarded as a signature and confirmation of the declaration above. Those invited to interview will be asked to physically sign a copy in the space below.**  Signature of Applicant: |
| We are unable to provide feedback on the success of your application or the interview should you progress to interview stage, but can provide you with updates on its progression during the various stages.  We are an equal opportunities employer and are committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations. To that end an Equal Opportunities Recruitment Monitoring Form is enclosed.  If you are disabled, please give details of any special arrangements you would require to enable you to attend interview.  Thank you for your application |

Equal opportunities monitoring form (NOT COMPULSORY)

This section of the application form will be detached and used solely for monitoring purposes.

**Wadars** acknowledges the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely:

**Date of birth**

**Gender:** Male Female Prefer not to say

**What is your ethnicity?**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.

Please indicate your ethnic origin by ticking the appropriate box below.

Mixed – White and Black African

Mixed – White and Caribbean

Other Asian Background

Other Black background

Other Ethnic background

Other Mixed background

Other White background

If any ‘other’ category ticked, please specify if you wish:

White - British

White - Irish

Prefer not to say

Arab – Middle Eastern

Arab – North African

Asian or Asian British – Bangladeshi

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Black or Black British – African

Black or Black British – Caribbean

Chinese

Japanese

Latin American

Mixed – White and Asian

Other

If any ‘other’ category ticked, please specify if you wish:

No religion

Prefer not to say

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

**What is your religion or belief?**

**Disability**

Definition of Disability – The Equality Act 2010 defines disability as ‘*A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.*’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

**Do you have a disability as defined in the Equality Act 2010?**

Wadars, Hangleton Lane, Ferring, Worthing, West Sussex BN12 6PP

Telephone: 01903 247111 enquiries@wadars.co.uk www.wadars.co.uk

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Yes

No

Prefer not to say

If yes, please state the nature of your disability or long term condition: