

Children England application form:

Communications and Campaigns Intern,

for 4in10 London’s Child Poverty Network

Please return to Katherine Hill by 12pm on 6 June 2022

katherine.hill@childrenengland.org.uk

Interviews dates to be confirmed between 9 – 16 June 2022

**Your details**

|  |  |
| --- | --- |
| Full name |  |
| Phone number |  |
| Email address |  |
| When is best to contact you? |  |

**Please describe why you’re interested in this particular role and in working at 4in10**

|  |
| --- |
| **(max 1 side of A4 – size 12 font).** |

**Tell us how you meet the criteria and can demonstrate the skills required, in in the person specification for the Communications and Campaigns Intern role - giving examples where possible**

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|  |

**Education and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  ***(mm/yy)*** | | **Name of secondary school /college / University / organisation / examining body** | **Examinations passed /**  **qualifications obtained** | **Grade/**  **Level** |
| **From** | **To** |
|  |  |  |  |  |

**Employment and volunteering history**

**Please detail all jobs and volunteering positions held in the last 10 years, starting with the most recent.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates *(mm/yy)*** | | **Name of employer** | **Post held, main responsibilities,**  **reason for leaving and final salary** |
| **From** | **To** |
|  |  |  |  |

|  |  |
| --- | --- |
| **References** | |
| **All offers of employment are subject to the receipts of satisfactory written references. Please give the names and addresses of 2 referees (who should not be related to you), one of whom must be your current or most recent employer (or tutor). We will not take up references prior to making an offer of employment.** | |
| **Name:** | **Position:** |
| **Working relationship (eg line manager/supervisor):** | |
| **Company Name:** | |
| **Address:** | |
| **Postcode:** | **Telephone:** |
| **Email:** |  |
| **Name:** | **Position:** |
| **Working relationship (eg line manager/supervisor):** | |
| **Company Name:** |  |
| **Address:** |  |
| **Postcode:** | **Telephone:** |
| **Email:** |  |

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| --- |
| **Do you have a public duties commitment (eg are you a councillor)? Yes/No**  **If yes, please give details:** |

**Eligibility for employment**

|  |  |
| --- | --- |
| **Are you currently eligible for employment in the UK?** | **Yes/No** |

|  |
| --- |
| **If yes, and if Children England offers you employment, you may be required to provide documentation to show that you are eligible to be employed in the UK before starting employment. Examples of acceptable documentation are a passport showing that you are a British Citizen or have a right to abode in the UK, or a full birth certificate and a document showing a permanent National Insurance number and name.** |

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| **If you are not currently eligible for employment in the UK, please provide the grounds (special skills, etc) on which Children England might apply for a permit on your behalf.** |
|  |

|  |  |
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| **Have you filled in the equal opportunities and disclosure forms (below) with your application?** | |
|  | **Yes/No** |

**Declaration**

I declare, to the best of my knowledge, that the information given on all parts of this application form is correct. I understand that giving any false information or omitting to give information will make my application unacceptable and, if I am appointed, may lead to my dismissal. I agree that, if I am appointed, the information may be used as part of the permanent personnel record of my employment under the Data Protection Act 1998.

**Signature:**

**Date:**

[Disclosure and Equal Opportunities monitoring forms below]

**Disclosure form**

Criminal convictions

To be completed and returned with your application form.

|  |  |  |
| --- | --- | --- |
| Name: | | |
| Post applied for: | | |
| Rehabilitation of Offenders’ Act 1974 | | |
| The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act (1974). When answering the following questions you must therefore disclose any criminal convictions, even those which may be considered ‘spent’ for other purposes. Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). | | |
| Have you ever been found guilty of committing an offence or of having done the act or made the omission with which you were charged in any proceedings brought by a local authority in relation to the care of a person under 18 year old | | **Yes/No** |
| Have you ever been convicted of an offence in any criminal proceeding in any court in any country? (for motoring offences please answer ‘yes’ only if it resulted in disqualification) | | **Yes/No** |
| Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any service disciplinary proceedings? | | **Yes/No** |
| Have you ever been convicted of any offences under the 1958 Adoption Act as amended by the 1975 & 1989 Children’s Act? | | **Yes/No** |
| If you have answered ‘yes’ to any of these questions please give details, continuing on a separate sheet if necessary. | | |
| Any information you give will be held in the strictest confidence. | | |
| Signature: | Date: | |

Equal opportunities monitoring form

Children England operates a policy of equal opportunity and fair treatment in employment. We are committed to oppose discrimination on the grounds of gender, disability, marital status, religious belief, sexual orientation, race, ethnic or national origins, health status and age.

To assist in monitoring our policy, **and for this purpose only**, applicants are asked to give the following details. All information given will be kept confidential.

**Please answer the questions below where you are comfortable doing so** (leaving any of these questions unanswered will not affect your application)

|  |  |  |
| --- | --- | --- |
| Your gender: |  | |
| What is your ethnic group? Please tick | | |
| Asian or Asian British | | ….. Bangladeshi  ….. Indian  ….. Pakistani  ….. Any other Asian background (please specify)  ……………………………….. |
| Black or Black British | | ….. African  ….. Caribbean  ….. Any other Black background (please specify)  …………………………………. |
| Chinese or other ethnic group | | ….. Chinese  ….. Any otherethnic background (please specify)  …………………………………… |
| Mixed | | ….. Black and white Caribbean  ….. Black and White African  ….. Any other mixed background (please specify)  ………………………………. |
| White | | ….. British  ….. English  ….. Irish  ….. Welsh  ….. Scottish  ….. Any other white background (please specify)  …………………………….. |

[Form continues below]

**Definition of disability**

The Disability Discrimination Act 1995 defines a disabled person as a person with a physical or mental impairment that has substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

**Do you consider yourself to have a disability, as defined above by the Disability Discrimination Act?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

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| Please give details of any special aids, equipment or any assistance you may need in order to attend and receive a fair interview including any accessibility requirements |
|  |