Please complete and return to bethan@boingboing.org.uk.

Job title you are applying for:

How did you hear about us:

**A few quick tips:**

* Don’t panic!It’s ok if you can’t answer something – just put a note in to say ‘not applicable’, or ‘nothing to add’. There are lots of spaces on the form to tell us different things about you. For example, you may not have had a paid job yet and that’s ok, we would still love to hear from you.
* It’s really important that your application tells us how you meet the knowledge, skills, experience and values criteria listed on the Job Description – so keep it close and refer back to it when completing your application.
* Your application will be reviewed and scored by a small group of people including those who have lived experience of different challenges, including mental health issues and discrimination due to having a learning disability.
* We do not accept CVs so it’s really important that you put all your information on this form. Good luck!

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| --- |
| Personal details |

First

name:

Surname:

Address:

Phone

number:

Postcode:

E-mail

address:

|  |
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| Qualifications and Learning |

We do not require you to have any specific qualifications for this role. We are however, really interested in any learning (which may or may not have led to a qualification) and/or courses you have done that you feel are relevant to the role, so please tell us about anything in the space below:

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| Employment and / or volunteer history |

Please use this space to tell us about any paid or unpaid work you have done. Don’t worry if you don’t have anything to add here – we all have to start somewhere!

Current or most recent employer / volunteer agency

Name of company / organisation:

Address / location:

Job / role title:

Date started:

Date finished (if applicable):

What type of things do you/did you do in this role?

Have you had any other jobs, roles, or things you have enjoyed doing that you would like to tell us about? If so, use this space to let us know what you have been doing:

Role

Description

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| Supporting information |

Please use this section to tell us why you think you are the right person for this role.

* Have a look at the job description – check out what **experience, knowledge, skills,** and **values** we are asking forand think about what you have done that can demonstrate these. You might want to write your response under headings if that helps you keep track.
* There are lots of different types of examples that you can include in these parts – caring for someone, doing a hobby, attending a group, or having your own lived experience. It doesn’t have to be only school or work based.
* We understand this part can seem a bit daunting, so we have included two examples for you below.
* If you would prefer to provide this part using a voice or video recording rather than writing it down, please feel free to do so. Just attach the file in your email along with the rest of the form.

Example 2

*‘I was nervous going to a group at first and meeting new people, but I decided to step outside my comfort zone. After a while, I realised that other people felt the same and we talked about it as a group. It was reassuring to be with other people that understood me, and we could help each other. Now, I feel more confident to take part, we all arrange the activities together and I have loads of fun there!’*

This shows:

* **Experience** – planning, participating, peer support
* **Knowledge** – well-being, resilience
* **Skills** – working alongside others, communication
* **Values** – working together and dedication

Example 1

*‘I have collected medication for a family member for the past year as they have a mental health difficulty. I plan when to go so that my family member does not run out of their medication and set a reminder for this on my phone calendar. I always make sure I am being given the right order by the pharmacist by checking the details and listening carefully. I really get along with the staff there and we enjoy having a chat.’*

This shows:

* **Experience** – encouraging and supporting another person
* **Knowledge** – being a carer, mental health awareness, resilience
* **Skills** – good communication skills and organisation
* **Values** – working together and dedication

Please provide examples of how you meet each of the experience, knowledge, skills, and values criteria that we are looking for in the job description. You can use additional pages if you need to.

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| References |

Please provide details of two people who would be able to provide a reference for you. At least one person should be from outside of your family and friendship group, for example a teacher, a previous employer, a social worker, a volunteer manager, a faith leader or youth worker (these are just ideas). The second could be someone who knows you in more of a personal way, like a family friend or someone from a community group. It is helpful to have this information as part of your application, but if you can’t think of people, don’t worry, we can discuss this with you. We won’t contact them until after we have given you a conditional job offer, and we will tell you first.

Name of first referee:

How do they know you:

How long have they known you:

Their phone number:

Their email address:

Name of second referee:

How do they know you:

How long have they known you:

Their phone number:

Their email address:

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| Declaration |

Given that we work closely with children, young people and people with care and support needs, we will need to ask you about any criminal cautions and convictions you have, and we will carry out a Disclosure and Barring Service (DBS) check before you start this role.

At Boingboing, we understand that sometimes, having something on your criminal record may put you off applying for roles that ask for DBS checks. As an inclusive organisation, we want to encourage applications from people from all walks of life, so we will not ask you to tell us anything that may appear on your DBS at this stage. We will ask you for this only if you are successful after the interview stage, following any conditional job offer you may receive.

If you do have a conviction, please don’t let this put you off from applying – it will not automatically exclude you.  We understand that sometimes people have difficult circumstances, things might go wrong, or that people sometimes make mistakes. Once we know about your situation, we will assess you on an individual basis and check whether any convictions are relevant to the job you are applying for. Please know that any information you share with us will be treated sensitively and in the strictest confidence.

If you are unsure, you can contact Unlock, who can give advice on whether something will appear on your DBS. Their website is <https://www.unlock.org.uk/> and their phone number is 01634 247350.

If you want to discuss any of this you can chat to us by contacting Bethan on [bethan@boingboing.org.uk](mailto:bethan@boingboing.org.uk) or 07973915256.

**Right to Work in the UK**

We are obliged to ensure all employees are legally entitled to work in the UK. Prior to working with us, you will be asked to provide evidence of a passport or other documents on the approved list to satisfy Boingboing that the Immigration, Asylum and Nationality Act 2006, is being complied with

**Are you legally entitled to work in the UK?** Yes  No

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| Statement to be signed by the person applying |

|  |
| --- |
| Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. If you are submitting this application form electronically, in the absence of your signature, the emailing of this application constitutes your personal certification that the details in this application are correct.  The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the GDPR (General Data Protection Regulation).  **I agree** that Boingboing can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018. **I confirm** that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. **I understand** that the position I am applying for involves contact with vulnerable groups. If I am successful, a Disclosure and Barring Service (DBS) check will be applied for.  If I accept employment with Boingboing, **I consent** to my personal information being held by the organisation for the administration of my Contract of Employment.  **I am happy** for you to process my application based on the information I have provided.  Signed: |
| Date: |