

Application Form



Position applied for:				
Where position was seen?				
PERSONAL INFORMATION				
Name:				
Surname:				
Known by any other name:				
Postal address:				
Postcode:				
Telephone number:				
Mobile number:				
Personal email:				
May we contact you at work?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Work phone number:				
Work email:				
National Insurance Number:				

PRESENT OR LATEST EMPLOYMENT

Details of Most Recent Employer:

Name:

Address:

Postcode:

Dates of Employment:

From:

To:

Position Held:

Brief Description of Responsibilities:

Salary:

Notice Period:

Is this negotiable?

Yes

No

EMPLOYMENT HISTORY

Please list employment history in reverse order following on from your most current job detailed above.
Please give a summary of all employment including any relevant voluntary work.

Name and address of Employer:			
Position Held:			
Dates of Employment:			
From:		To:	
Salary on leaving:			
Reason for leaving:			
Brief Description of Responsibilities:			

Name and address of Employer:			
Position Held:			
Dates of Employment:			
From:		To:	
Salary on leaving:			
Reason for leaving:			
Brief Description of Responsibilities:			

Please add any further employment information on an additional page.
We can only accept one page of additional employment information.

EDUCATION	
School/College/University:	
Dates:	
Brief Description of Qualifications Obtained:	

School/College/University:	
Dates:	
Brief Description of Qualifications Obtained:	

TRAINING	
Name and dates of course attended:	Description of the course:

PROFESSIONAL BODIES	
Please provide below details of memberships with any relevant professional bodies. If you are applying for a nursing post please provide your Nursing and Midwifery Council PIN number.	
Professional Body:	
Membership Number:	
Details of your membership:	

WORK PERMIT
Please choose from the drop down fields if you require/have a work permit that enables you to work in the United Kingdom:
.....
If other, please give details below:

FURTHER INFORMATION

Drawing from your previous experience(s) please demonstrate how you meet the person specification. If you wish to include any further information please attach no more than one additional sheet of A4 paper. Please note CVs cannot be accepted.

Equal Opportunities Employment Monitoring Form

Breast Cancer Care is committed to the successful development of an equal opportunity policy in relation to all aspects of employment from vacancy advertising, selection recruitment and training. To assist in the implementation and monitoring of this policy, applicants for posts with us are asked to provide the information below. All the questions are optional but it would help us for our monitoring purposes if you could answer all the questions.

Please note: This form will be separated from your application form and will not be made available to the short-listing panel.

1. Where did you see this post advertised?

Please TICK the appropriate category to indicate your selection:

The Guardian	<input type="checkbox"/>	Sheffield Star	<input type="checkbox"/>
Western Mail	<input type="checkbox"/>	Glasgow Herald	<input type="checkbox"/>
Breast Cancer Care Website	<input type="checkbox"/>	Charityjob.co.uk	<input type="checkbox"/>
Jobs.guardian.co.uk	<input type="checkbox"/>	Recruitment Agency	<input type="checkbox"/>
Other (please tell us the name of the publication, website or recruitment agency in the next box)			

2. Ethnicity

Please choose ONE section from A to E and TICK the appropriate category to indicate your cultural background:

A: WHITE	B: MIXED	C: ASIAN *
British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
English <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Scottish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Welsh <input type="checkbox"/>		
Irish <input type="checkbox"/>		
Other (please state below) <input type="checkbox"/>	Any other mixed background (please state below) <input type="checkbox"/>	Any other Asian Background (please state below) <input type="checkbox"/>
D: BLACK **	E: CHINESE***	
Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
African <input type="checkbox"/>		
Any other Black background (please state below) <input type="checkbox"/>	Any other Chinese background (please state below) <input type="checkbox"/>	

* Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

** Black, Black British, Black English, Black Scottish, or Black Welsh

*** Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

3. Gender

Please choose ONE section:

A: MALE <input type="checkbox"/>	B: FEMALE <input type="checkbox"/>
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4. Age

Please choose ONE section from A to F:

A: 18-19 <input type="checkbox"/>	B: 20-29 <input type="checkbox"/>	C: 30-39 <input type="checkbox"/>	
D: 40-49 <input type="checkbox"/>	E: 50-59 <input type="checkbox"/>	F: 60+ <input type="checkbox"/>	

5. Disability

The Disability Discrimination Act 1995 outlines the definition of a 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".

Please choose ONE section:

I do not consider myself to be disabled	<input type="checkbox"/>	I consider myself to be disabled	<input type="checkbox"/>	
Is there anything we need to be aware of in order to make reasonable adjustments for you during the recruitment process, or in order for you to carry out the tasks of the role as described in the job description? (if yes please give us details in the box below)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Breast Cancer Care welcomes applications from individuals with a disability and is committed to equality of opportunity. You may be asked at a later stage about any requirements for an interview. If you wish to discuss any concerns about your disability in relation to the job or the short-listing process please contact the HR department on 0845 092 0800 to speak to one of the team in confidence.

6. Religious Belief

Please indicate your religious belief in the box below:

To ensure compliance with the Employment Equality (Religion and Belief) Regulations 2003 we ask question 5, however your response to this questions, as with all these questions, is optional.

Equal Opportunities Statement of Intent

Breast Cancer Care is a leading national charity providing practical advice, information and support to people concerned about breast cancer and breast disease. Breast cancer affects all sections of our community, including people who have or have had breast cancer, health professionals, partners, families and all people who wish to be more informed about the issue.

Breast Cancer Care is committed to equality of opportunity. We aim to meet in full our legal, social and moral obligations as an employer and service provider. We are committed to challenging discrimination both in the provision of services, our involvement with volunteers and as an employer of paid staff. The organisation welcomes diversity and we consider having a diverse staff base a positive advantage which enriches the work of the organisation by involving a broad range of interests, experience and people.

Breast Cancer Care wishes to ensure the widest possible access to its services which are available for all members of the community. Breast Cancer Care's Equal Opportunities Policy reflects its commitment to providing services and employment, free from stereotyped, insensitive and oppressive attitudes and behaviour, by being flexible, sensitive and responsive to the needs of individuals in a fair and equitable manner.

Breast Cancer Care will endeavour to provide services and employment which are free from discrimination on the grounds of age, culture, disability, medical history, employment status, financial status, gender, trade union activity, language, marital status, race, religion, sexuality or social class and actively addresses needs arising from these differences.

The Equal Opportunities policy of the organisation encompasses all areas of the organisation. This includes service provision and staff and employment related issues. It applies to all those involved with Breast Cancer Care, including members of the Board of Trustees, paid staff, volunteers, clients, visitors to the organisation, donors and statutory bodies.

The aim is to create an environment where equality of opportunity becomes integrated throughout the organisation. An Equal Opportunities Policy and Implementation Strategy has been developed to ensure the organisation works towards meeting these objectives. All staff and those acting on behalf of the organisation are expected to implement this policy, which will be monitored and reviewed regularly.

REFERENCES	
Please name two professional referees. One referee should be your present or last employer. School leavers/students should provide the details of a Teacher/Tutor. Employment is subject to two satisfactory references.	
Most Recent Employer	Other
Name:	Name:
Relationship:	Relationship:
Postal Address:	Postal Address:
Telephone:	Telephone:
Email Address:	Email Address:
Can we approach this person for a reference for you?	Can we approach this person for a reference for you?
Please note: Your references will not be approached unless you are offered a position with Breast Cancer Care.	

I confirm that all the above information is correct to the best of my knowledge.	
Signed:	Date:
Thank you for completing this form	

<p>Please return to:</p> <p>Human Resources Department Breast Cancer Care 5-13 Great Suffolk Street London, SE1 0NS</p> <p>Or email to personnel@breastcancercare.org.uk</p>
The Data Protection Act 1998
Breast Cancer Care will use the information you have provided for recruitment and monitoring purposes only. The information will be held on file for a maximum of six months after which it will be destroyed.