



## Arc Application Form

Full name:	
Postal address:	
Email address:	
Telephone:	
Where did you see the position advertised?	

<b>Previous Experience</b>		
List all your paid employment roles in reverse chronological order - i.e. your most recent job first. Include any voluntary work experience relevant to the role. For part-time roles, include the number of days / hours worked each week. Add further boxes if necessary.		
Start & Finish Date (month and year)	Job title and organisation	Brief details of role & responsibilities
		Reason for leaving:
		Reason for leaving:
		Reason for leaving:
		Reason for leaving:

		Reason for leaving:
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Please explain any gaps in your employment history:

<b>Education and Training</b> (including relevant work-based training)		
Dates	Name of education or training organisation	Qualification gained

**Convictions**

Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974?  
Please note that a DBS check will be made prior to appointment.

Yes       No

If **yes** please give details:

## Equal Opportunities

All applicants who meet the requirements advertised will be given fair and equal consideration, regardless of race, sex, colour, creed, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability.

If you have a disability please tell us about any adjustments we may need to make to assist you at interview:

## References

Please give details of **two people** who can verify or confirm your employment record and / or education record. If you are currently employed, one referee should be your present employer. Please note: we will not seek references unless your application is successful.

Name	Organisation	Telephone	Email
How long has this person known you?			

Name	Organisation	Telephone	Email
How long has this person known you?			

**Any offers of employment are subject to prospective employees being eligible to work in the UK. Proof of being able to work in the UK is a requirement.**

## Supporting Statement

Having read the job description and person specification, explain why you think you are suitable for this post. We will shortlist applications using the person specification, so please use that to structure your response.

**Please note: use font size no smaller than 11 points; any statements longer than two sides of A4 paper will not be shortlisted.**

## Equality and Diversity Monitoring

Please complete the equality and diversity monitoring form using [this link](#). If you are unable to use the link please complete the form on the following two pages.

## Recruitment equality and diversity monitoring form

Arc strives to meet the aims and commitments set out in our equality policy. This information enables us to build an accurate picture of the make-up of our applicants to promote equality and diversity, in accordance with the Equality Act 2010.

The information provided in this form is for monitoring purposes only and will be treated in the strictest confidence.

**Gender** Man (including trans man)  Woman  (including trans woman)  Non-binary   
Prefer not to say  If you prefer to use your own term, please specify here \_\_\_\_\_

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Is your gender identity the same as that you were assigned at birth?**

Yes  No  Prefer not to say

### Age

16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

#### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in: \_\_\_\_\_

#### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say

Any other mixed background, please write in: \_\_\_\_\_

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in: \_\_\_\_\_

**Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in: \_\_\_\_\_

**Other ethnic group**

Arab  Prefer not to say

Any other ethnic group, please write in: \_\_\_\_\_

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to carry out day to day activities?

Please write in here: \_\_\_\_\_

If you believe you need a reasonable adjustment, then please discuss this separately with your line manager.

**Which of the following options describes how best you think of yourself?**

Heterosexual  Gay/lesbian  Bisexual  Prefer not to say

If you prefer to use your own term, please specify here: \_\_\_\_\_

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish    
Muslim  Sikh  Prefer not to say

If other religion or belief, please write in: \_\_\_\_\_

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**Do you have caring responsibilities?** If yes, please tick all that apply

None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children   Primary carer of disabled adult (18 and over)   
Primary carer of older person  Prefer not to say

Where did you hear about this role? \_\_\_\_\_