# Application for a post with the Student Christian Movement

# INFORMATION FOR APPLICANTS

# Please read these notes carefully before you complete the application form.

The data entered on this form will be used to assess your suitability for the role you are applying for and to enable SCM to communicate with you throughout the application process. We will ask you for your name, your contact details, any unspent criminal convictions, your previous employment history, your education history, your motivation for applying for the job and how you feel your skills, experience and qualities make you suitable for the role.

The data on this form will be processed by SCM’s Operations Manager and stored electronically. The information will only be shared with those involved in the recruitment process. Further information about how your data is processed and stored can be found in our Job Applicant Privacy Notice which can be viewed on our website at [www.movement.org.uk/vacancies](http://www.movement.org.uk/vacancies).

It is not always possible to interview every applicant for a vacancy, so it is necessary to draw up a shortlist**.** To ensure a fair process for all candidates, Section A of this application form will be detached before short-listing. The short-listing panel will not know candidates’ personal information and will judge applications based on the merit of the answers given in Section B.

Read the job description and person specification carefully when completing Section B. The job description outlines the duties you will be expected to undertake if appointed. The person specification represents the most important qualities necessary to perform the job efficiently and is used to ensure that the selection is undertaken in a fair and objective manner. Please try to give evidence when you make statements. For example, rather than saying ‘I am very well organised’, try to describe an example of when and how you have been well organised.

Please note that if you have a disability and you require this form, or submitting the information with regard to this form in another format, such as in larger print, please contact the SCM office by emailing [scm@movement.org.uk](mailto:scm@movement.org.uk) or calling 0121 426 4918.

Email your completed application form and diversity monitoring form in Word format before the closing time and date specified on the advert to [applications@movement.org.uk](mailto:applications@movement.org.uk) or post to Job Applications, Student Christian Movement, Grays Court, 3 Nursery Road, Edgbaston, Birmingham, B15 3JX. Late applications may not be considered. Please do not include your CV.

**SECTION A**

|  |  |
| --- | --- |
| **Role applied for** | Click or tap here to enter text. |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** | Click or tap here to enter text. |
| **Forename(s)** | Click or tap here to enter text. |
| **Surname** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Telephone** | Click or tap here to enter text. |

**DISABILITY**

SCM undertakes to interview disabled people who meet the minimum essential criteria detailed in the person specification.

**Do you consider yourself to have a disability or have you had a disability in the past?**

**Yes  No**

If you would need any particular arrangements to be made to enable you to attend an interview, please specify:

Click or tap here to enter text.

**WORK PERMIT**

Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. **SCM are only able to consider applications from individuals who hold documents which prove their right to work in the UK.** Should you be shortlisted you will be asked to bring this documentation to interview. Any subsequent offer of employment will be subject to successful verification of your right to work in the UK.

**Are there any restriction on your continued residence or employment in the UK? Yes  No**

If “yes” please give details:

Click or tap here to enter text.

**REHABILITATION OF OFFENDERS**

Applications from ex-offenders are welcomed and will be considered on merit. Convictions that are irrelevant to the job will not be taken into account. You are required to disclose any convictions, which are not “spent” as defined by the Rehabilitation of Offenders Act 1974. The information you provide will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. SCM’s policy on the Recruitment and Appointment of Ex-Offenders can be found at the end of this form.

**Have you been convicted of a criminal office, which is not spent, as defined in the Act?**

**Yes  No**

**If ‘yes’ please give details of the date(s), offences (s) and sentence(s) passed:**

Click or tap here to enter text.

The Rehabilitation of Offenders Act does not apply to certain specified professions nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Click or tap here to enter text.

Please also confirm that you are not listed on any of the following:

I confirm that I am not listed on the children’s barred list.

I confirm that I am not listed on the adult’s barred list.

AND  
I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work which children/vulnerable adults.

**EQUAL OPPORTUNITIES**

We invite all applicants to complete the diversity monitoring form and submit it with their application to help us monitor the effectiveness of our equal opportunities policy.

**REFERENCES**

Please give details of two people who are willing and able to comment on your suitability for this job.

|  |  |  |
| --- | --- | --- |
|  | Reference One | Reference Two |
| Name | Click or tap here to enter text. | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. | Click or tap here to enter text. |
| Relationship to you | Click or tap here to enter text. | Click or tap here to enter text. |

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

Yes  No

**DECLARATION**

* I confirm that the information I have given on this form is, to the best of my knowledge, correct and complete. I understand that any false statement or misleading information may be sufficient cause for an offer of employment to be withdrawn or, if employed, my dismissal.
* I consent to the processing of personal and sensitive personal data, as defined in the Data Protection Act 1998, involved in considering this application.
* I consent to a Disclosure and Barring check (DBS) if appointed to the position for which I have applied.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed | Click or tap here to enter text. | Date | Click or tap here to enter text. |

**SECTION B**

**WORK HISTORY**

Please give details, including dates and explaining any gaps in employment, of the complete work experience that you have - this could be paid work, voluntary work, school/university placements, time caring for dependents, or other life experiences.

|  |  |
| --- | --- |
| **Present/most recent employment** | |
| Name and address of employer | Click or tap here to enter text. |
| Job title | Click or tap here to enter text. |
| Date started | Click or tap here to enter text. |
| Notice period | Click or tap here to enter text. |
| Description of responsibilities | |
| Click or tap here to enter text. | |
| Reason for leaving | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other previous employment/experience** | | | | |
| Name of employer | Position and brief overview of responsibilities | Date from | Date to | Reason for leaving |
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*Please continue on a separate sheet if necessary.*

**EDUCATION AND TRAINING**

Please list all relevant secondary, further and higher education and training courses, starting with the most recent.

|  |  |
| --- | --- |
| Place of study | Qualification and grade achieved |
| Click or tap here to enter text. | Click or tap here to enter text. |
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**MOTIVATION**

Why are you applying for this post? (max. 500 words)

Click or tap here to enter text.

What appeals to you about working for the Student Christian Movement? (max. 500 words)

Click or tap here to enter text.

**SKILLS AND EXPERIENCE**

In deciding who to shortlist and appoint to this post, we will be looking for evidence that you meet the criteria set out in the person specification. Please indicate clearly, using examples, the ways in which you meet the requirements of the person specification. You may draw on skills, abilities and experience gained through work, family or home responsibilities, leisure or voluntary activities, education or training.

|  |
| --- |
| Click or tap here to enter text. |

*Continue on a maximum of one additional sheet if necessary.*

**Appendix - SCM Policy on the Recruitment and Employment of Ex-Offenders**

* The Student Christian Movement (SCM) is committed to being an Equal Opportunities employer and this policy aims to ensure that ex-offenders receive fair treatment throughout their experience of recruitment and employment within our organisation.
* A criminal record is not an automatic bar to employment with SCM. The specific details of each ex-offender’s case will be considered on an individual basis. In each instance, we will determine whether a candidate has the skills and experience for the post, taking account of the impact of the criminal record upon the needs of the post.
* To assist us in this assessment, all applicants will be asked to provide details of unspent criminal records at the initial application stage.
* In line with the Rehabilitation of Offenders Act 1974, details of spent convictions will be requested from applicants for posts which are considered exempt from the Act due to the responsibilities of the role, predominantly posts which include working with members of vulnerable groups and financial management.
* Applicants for such posts will be advised that they will be subject to a background check from the Disclosure and Barring Service before the appointment is confirmed.
* SCM will adhere to the DBS Code of Practice at all times and, as required by the DBS, a copy of the Policy on the Recruitment and Employment of Ex-Offenders will be made available to all applicants and staff who undergo a criminal records check.
* All information received as part of this process will be treated as confidential and in line with SCM policy regarding the security, storage and retention of applicant and staff criminal records information, as required by the DBS.
* Once in employment, staff should inform their line manager, in confidence, of any changes to their circumstances affecting their criminal records status, in order that the impact upon their suitability to undertake their role may be reviewed.
* At interview stage, SCM aims to ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position sought and could lead to withdrawal of an offer of employment.
* SCM will make every subject of a DBS disclosure aware of the existence of the DBS code of practice and make a copy available on request.
* SCM undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.
* This policy will be reviewed prior to the AGM of this organisation and presented for approval if amendments are made.