

Please return your completed form to:
opportunities@oneplusone.org.uk
Deadline for submission: 15th March 2021



Application for Employment

Position applied for: **Content Editor**

Title _____
Surname _____
First names _____
Address _____

Home Tel _____
Work Tel _____ Can we contact you at work? Yes / No _____
Mobile _____
E-mail address _____

Do you require a work permit? Yes / No _____
National Insurance Number _____

How did you hear about this position?

Computer skills

Please list below the computer packages of which you have knowledge and indicate the level of your knowledge.

Tick as appropriate

Basic Intermediate Advanced

	Basic	Intermediate	Advanced

Education and other training

Please provide details of any universities, colleges or schools you have attended and qualifications that you gained.

Establishment	Qualification(s)	Grades

If you have attended any particular training courses or are a member of a professional body please provide details below.

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Career History

Please provide details of current/most recent and previous positions held, including any voluntary work. Please continue on a separate sheet if necessary.

Current or most recent position

Employer's name and address	Dates		Position held	Salary
	From	To		
	Notice period			
Duties and reason for wishing to leave/leaving				

Previous Employment

Dates		Employer's Name and Address	Position held and duties	Reason for leaving	Salary
From	To				

Supporting statements

Please use the space below to tell us why do you want to work at One Plus One and what personal qualities can you bring to this post?

Please use the space below to tell us how your experience and skills are relevant to the points contained in the Person Specification and job description.

Please continue on a separate sheet if required. But please do not attach any more than two A4 additional sheets.

Supplementary information

Do you have any criminal convictions that are not considered 'spent'?
If so, please provide details below:

Yes / No

Please provide details of any interests you may have and how they might be relevant to this post

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview. This will not exclude you from full consideration for this post.

Please provide details of two people we can approach for references, one of whom should be your current or most recent employer, indicating whether they may be approached at the shortlist stage.

Name	Name
Address	Address
.....
.....
Telephone	Telephone
E-mail	E-mail
OK to approach at shortlist stage? Y / N	OK to approach at shortlist stage? Y / N

Data protection

The General Data Protection Regulation 2018, which is in force from 25 May 2018, requires that we comply with certain principles for processing personal data, including protecting against unauthorised access of personal data. You are also provided certain rights in relation to any personal data that you disclose to us.

This application form, and any personal data that you provide as part of this application process, will be processed in accordance with OnePlusOne’s Data Protection Policy. We only collect personal data that is necessary to assess you for the position for which you have applied.

If you have any questions about how the data on this form will be processed or concerns about our data processing please contact our Data Protection Officer at info@oneplusone.org.uk.

Please sign below, to give consent for OnePlusOne to process the data that you have provided for the purpose of recruitment and selection.

You may withdraw your consent at any time by contacting us at privacy@oneplusone.org.uk.

Applicant’s signature: _____

Declaration

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

(type name or insert electronic signature)

Signed

Date

Equal Opportunities Monitoring Form

OnePlusOne strives to operate a policy of equal opportunity; to help us monitor this, please complete the information requested.

The information is solely used for monitoring purposes; it is treated in strict confidence, in line with current data protection legislation and our data protection policy.

The information received in no way influences the selection procedure.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent, filling in this form is voluntary.

1. I identify my ethnic group as:

Arab or Middle Eastern Arab	<input type="checkbox"/> North African <input type="checkbox"/> Kurdish <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Black or Black British	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> <input type="checkbox"/>
Asian / Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chinese or other ethnic group	<input type="checkbox"/> Chinese <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> <input type="checkbox"/>
Mixed	<input type="checkbox"/> please specify	<input type="checkbox"/>
White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2. Gender: Man Woman Intersex Non-binary Prefer not to say
 If you prefer to use your own term, please specify here

3. What is your sexual orientation?
 Heterosexual Gay Lesbian Bisexual Prefer not to say
 If you prefer to use your own term, please specify here

4. I have a disability **Y** **N**

My disability is

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5. Age Group: 18–26 [] 27–35 [] 36–44 [] 45–53 [] 54–65 []

6. Where did you see this post advertised?

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7. Where else do you tend to look for jobs?

.....

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Including your signature below will signify you consent to our processing of this information.

Date:

Signature:

Name: