

Guidance Notes for the Completion of The Egalitarian Trust Application form

Application Form 1

Within this section you should state the name of the post you are applying for as stated on the job description.

State your surname and first names as they appear on your birth certificate. State the address at which you currently reside and by which you can be contacted. State your contact telephone numbers and email address.

Application Form 2

2. Education and Qualifications

(i) In this section you should put all the Schools, Colleges and Universities you have attended starting with the most recent first. You will need to state the name of the institution at which you studied, the dates you were there and the qualification and grade you achieved at the end of the course.

(ii) Please state here all professional qualifications obtained and when they were obtained e.g. AMA 19/04/2009

(iii) State the name of the organisation of which you are a member, the level of membership e.g. full, part, student member and the date which you first became a member.

3. Training

Please provide details of the training courses (including in-service and short courses) which you have attended and which you consider to be relevant for the post for which you are applying.

4. Employment

(i) Please complete this section with the title of your current employment. The name, nature of business and address of your employer. Your current basic salary and any other payments e.g. bonus payments or car allowance. Please also state the date on which you started your current job and the period of notice you are required to give or the date on which you could start in this post.

(ii) Please complete this section with the name and address of previous employers, the position held and the salary level along with the dates you were employed from and to and the reason for leaving. You should put these jobs with the most recent first. Explain where applicable any gaps in your employment history. Please include all voluntary work that is applicable to the position.

5. Experience

Please complete this section using the Job Description. Think about how your skills and experience demonstrate the requirements of the Job Description. Try to demonstrate how your past skills and experiences qualify you for this position. Please use examples from your employment, voluntary work or other areas of your life.

6. Criminal Records Bureau statement

This section tells you of your obligations in relation to Criminal Records Bureau Checks.

7. Spent and Unspent convictions

This section describes your obligations in relation to spent and unspent convictions.

8. Statement in relation to convictions

Please declare any unspent convictions.

9. References

Please provide the names and addresses of two referees. These references will be taken up prior to interview (unless otherwise indicated) as part of the Egalitarian Trust's Child Protection Policy.

Equal Opportunity Policy

1. How would you describe yourself?

Please state your ethnic origin.

2. Your sex is?

Please tick the appropriate box.

3. Your marital status is?

Please state your current marital status.

4. Disability

Please tell us if you have a disability or illness that may affect your work.

5. Name

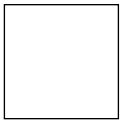
Please state your full name.

6. Application for the post of?

Please indicate the name of the post applied for.

The Egalitarian Trust

Please complete all of the shaded boxes



Application for the post of:	
Surname:	
First Name(s):	
Address:	
Post code:	
Telephone (home):	
Telephone (work):	
Telephone (mobile):	
Fax (if applicable):	
E-mail:	

Please Note

This part of your application will be separated before the first part of the selection process takes place. The persons carrying out the selection process will not have access to the information that you give on this sheet until interview candidates have been notified.

No additional information, letters or CV's other than that requested will be accepted as part of this application. Any inclusions cannot be returned to the candidate unless accompanied by a stamped, self-addressed envelope.

The Egalitarian Trust
Application Form Part 2
Please complete all of the shaded boxes

2. Education and Qualifications

(i)	School/College/University attended	Dates From/To		Qualification obtained with grades
(ii) Professional qualifications obtained				Date obtained
(iii) Membership of professional bodies				
Name of Body			Level of membership	Date

3. Training

Please provide details of the training courses (including in-service and short courses) which you have attended and which you consider to be relevant for the post for which you are applying.

Title of course	Organising body	Date

4. Employment

(i) Current Employment

Post title:

Employers name:

Nature of business:

Employers address:

Post/Zip code:

Present basic salary: £

per year

Other payments

£

per year

Date commenced:

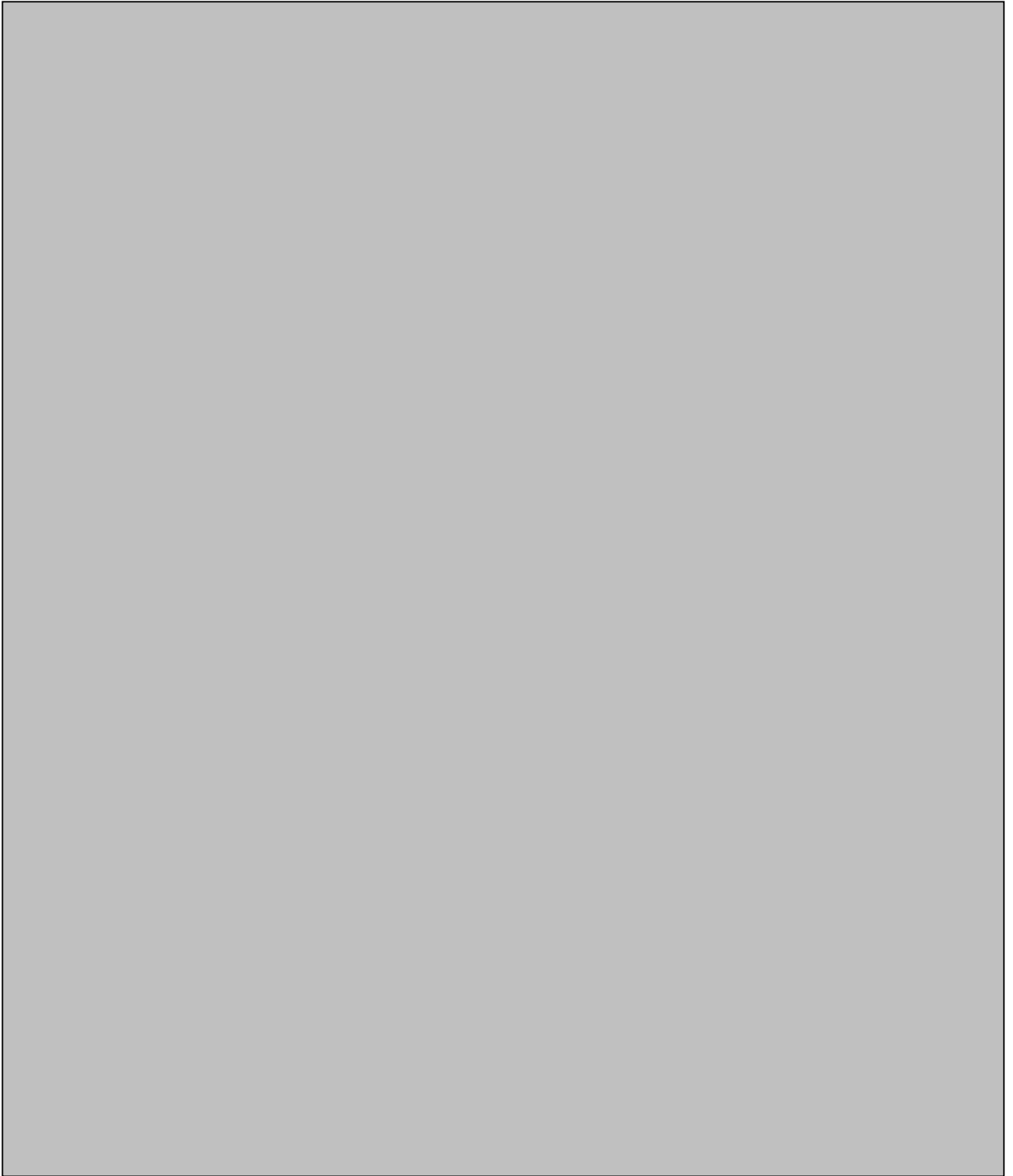
Period of notice required or date you could start:

Name and address of previous employers	Post held	Grade/ salary	Dates from / to		Reason for leaving

5. Experience

Please set out below details of the experience that you have gained that you would seek to use in this new position at the NCCL and Galleries of Justice. Extra pages may be added as necessary.

5. Experience (continued)



5. The post you are applying for is subject to an order under Section 4 (4) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information, which for other purposes are 'spent' under the provisions of the Act. If you are to be recommended to the post you will be subject to a Criminal Records Bureau Check. This will be an **Enhanced** disclosure.
6. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding overs, pending prosecution or criminal investigation. Failure to disclose this information could result in the withdrawal of an offer of employment or dismissal or disciplinary action if already in post. Any information given will be considered only in relation to an application to which an order applies.
7. I have read the above statement, and

I have no Convictions to declare

I have convictions to declare

If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked "private and confidential". This should be returned to the address below.

Please give the name of the post applied for, for confidentiality reasons this information must not be sent by email

Please provide the names and contact details of two referees, one of whom should normally be your present employer:

Name:

Address:

Post code

Telephone

Fax

E-mail

Name:

Address:

Post code

Telephone

Fax

E-mail

Note: References for short-listed candidates are normally taken up prior to interview unless you specifically request otherwise.

Please cross box(es) if you would prefer references to be taken up after interview:

How did you learn of this vacancy?

By signing this form you authorise us to check any information you have given us with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.

The information I have given on this application is correct to the best of my knowledge and will be used as part of my contract of employment. I understand that any false statement or deliberate omission by me could lead to my being dismissed if appointed to the post.

Signed (printed version only).....Date



This completed form should be returned to: faye.rollinson@galleriesofjustice.org.uk
Faye Rollinson, Galleries of Justice Museum, High Pavement, Nottingham NG1 1HN.

Or handed in at our reception desk.

The Egalitarian Trust
Recruitment of Staff Equal Opportunity Policy

**YOUR APPLICATION FORM WILL NOT BE
ACCEPTED UNLESS ACCOMPANIED BY THIS
SHEET**

The Egalitarian Trust is striving to operate an equal opportunities policy to ensure that every person receives equal treatment. A copy of this policy is set out on page 2. In order to assist us in checking that this policy is fully carried out, and for no other reason, would you please provide the following information:

1. I would describe myself as (please mark one box only):

- | | | | |
|---------------------|--------------------------|----------------------|--------------------------|
| (i) White | <input type="checkbox"/> | (ii) Black-Caribbean | <input type="checkbox"/> |
| (iii) Black African | <input type="checkbox"/> | (iv) Black-Other | <input type="checkbox"/> |
| (v) Indian | <input type="checkbox"/> | (vi) Pakistani | <input type="checkbox"/> |
| (vii) Bangladeshi | <input type="checkbox"/> | (viii) Chinese | <input type="checkbox"/> |
| (ix) Other* | <input type="checkbox"/> | Please describe | <input type="text"/> |

2. My sex is (please mark the appropriate box): Male Female

3. My Marital status is (please mark the appropriate box):

Single Married Divorced Widowed Separated

4. Do you have a disability or health problem that affects the kind of work that you can do and which is likely to last for twelve months or longer?

YES NO

If 'YES' please:

(i) give brief details:

(ii) give the name and address of your General Practitioner:

(iii) sign the following statement (printed version only):

I hereby give consent for The Egalitarian Trust's medical advisor to make such enquiries as they consider necessary of my General Practitioner to verify the nature of my disability/health problem.

Signed.....

Date

5. My full name is:

6. This application is for the post of:

Notes

1. This part of your application will be separated before the interview selection process takes place, as will the front page of the application form. The person carrying out the selection process will not have access to the information you give on this sheet which will be treated in the strictest confidence.

2. If at any time you feel aggrieved at the manner in which your application is treated and/or the way an interview to which you were invited was conducted, you should write to **Caroline Rajchel, PA to Chief Executive, Galleries of Justice Museum, The Lace Market, Nottingham NG1 1HN**. She will arrange for the circumstances to be investigated and inform you of the findings.

Equal Opportunities and Racial Harassment

The Egalitarian Trust has adopted the following policies on **Equal Opportunity in Employment and Racial Harassment**:

The Egalitarian Trust has a policy of equal opportunity for employment, treatment of employees and service delivery, which disregards race, religion, sex, marital status, disability or sexual orientation.

The Egalitarian Trust aims to increase awareness amongst staff of their personal responsibilities towards the promotion of equal opportunity and racial and sexual equality and ensure that they are properly equipped to take account of the different and special needs of particular groups and make provision for their needs.

No person (either staff or visitor) should suffer racial or sexist treatment from any member of the staff, or any organisation or individual contracted to the Company for provision of supplies or services. All complaints of discrimination, abuse, victimisation or harassment will be treated seriously and investigated through the Egalitarian Trust Complaints Procedure.

The Egalitarian Trust job opportunities will not be represented in a way that a particular group would feel disadvantaged in terms of any application for employment. Efforts will be made to ensure that all groups have access to information concerning employment opportunities within the organisation.

The Egalitarian Trust welcomes applications from disabled people. Please indicate on this form if there is anything that we need to do or take into consideration to ensure that the short listing process is fair in relation to people with disabilities.

This policy will be reviewed annually to take into account changes in legislation.

All employees of the Egalitarian Trust are required to abide by and implement these policies in relation to the carrying out of the duties of their post.

In order to ensure that the aims of the policy are being achieved it is necessary to monitor its application and progress. One of the ways in which this can be achieved is by identifying certain information about all job applicants. Thus you will notice that accompanying the application form is this simple questionnaire, which you are required to complete when submitting your application form. You can be assured that the information you give will be treated in the strictest confidence and will be used only for the purpose of monitoring The Egalitarian Trust's Equal Opportunity Policy.

The National Centre for Citizenship and the Law (NCCL) and The Galleries of Justice Museum are trading names of The Egalitarian Trust.

We are a charity – No: 1030554