



**Post: Project Support Co-ordinator**

**Closing Date: 12 noon – Thursday 5<sup>th</sup> September 2019**

Please do not enclose a CV, use this form to tell us about your work experience and qualifications.

We will not read CVs. We will only read what is on this form.

The part of the application that contains your personal details will be removed before shortlisting.

This means that when we are shortlisting, we will not know anything about you other than your skills and experience to do this job.

Name:
Address:
Postcode:
Tel:
Email:

Please send your completed application form:

FAO Karen Parry, Inclusion North, Suite 4, Unity Business Centre, 26 Roundhay Road, Leeds, LS7 1AB.

By email: [info@inclusionnorth.org](mailto:info@inclusionnorth.org)

Please direct any enquiries to Karen Parry [karen@inclusionnorth.org](mailto:karen@inclusionnorth.org) or call 07375034291

If you are working at the moment what is your notice period?

Do you have any support needs at the interview?  
If yes, please tell us here

**We ask people that apply for the role of Project Support Co-ordinator, to tell us if they have any unspent convictions under the Rehabilitation of Offenders Act 1974.**

If you are not sure what this means you can contact Inclusion North **0113 2444792** or contact Nacro **0300 123 1889**

*Nacro is a national social justice charity with more than 50 years' experience of changing lives, building stronger communities, and reducing crime. They house, educate, support, advise, and speak out for and with disadvantaged young people and adults.*



There is a separate form at the bottom of this application form that must be completed by every one that applies for a job. The information you tell us will not be kept with your application form during the recruitment process.

Please provide one professional & one personal reference.  
These people must have known you for 2 years or more and must not be related to you.

If you have a job now one of these must be your Line Manager.

**Professional Referee**

Name:

Address:

Postcode:

Telephone:

Email:

How do they know you?

**Personal Referee**

Name:

Address:

Postcode:

Telephone:

Email:

How do they know you?

**Tips on completing this part of the form.**

Please look at the Person Specification and explain how you meet each of the criteria listed within it. We shortlist people based on how closely they match the Person Specification.

Tell us about things you have done in the past that demonstrate how you match the Person Specification. This might be something you have done at work or as a volunteer.

**Why you would like the Project Co-ordinator job?  
Why are you the right person for the role?**

Cont....

If you need more space, please use an extra sheet.

Tell us about all the work you have done before. This could be paid or voluntary work. Don't leave any gaps in time

Organisation	Position	When did you work there?

Tell us about your education and any courses or training you have been on that might help you to do this job.

Course	University / College/ training provider	Dates studied

## Criminal record declaration form

<b>Surname:</b>		<b>Forename:</b>	
<p>This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to tell us about convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, you can contact Inclusion North for further advice or you can also contact Nacro Tel: 0300 123 1889.</p> <p>Do you have any unspent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered yes, you now have two options on how to tell us about your criminal record.</p> <p><b>Option 1:</b> Please provide details of your criminal record in the space below.</p>          <p><b>Option 2:</b> You can tell us about your record on a separate piece of paper and attach in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and should have your name and the details of the post you are applying for. If you have attached these details separately please mark with an X here ____</p>			
<p><b>DECLARATION</b></p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Inclusion North</p> <p>Signed: _____ Date: _____</p>			

Thank you for filling in this form.

Please send your completed application form:

FAO Karen Parry, Inclusion North, Suite 4, Unity Business Centre, 26  
Roundhay Road, Leeds, LS7 1AB

By email: [info@inclusionnorth.org](mailto:info@inclusionnorth.org)

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## Equal Opportunities Monitoring Form



Inclusion North wants to make sure it treats everyone that applies for a job fairly. Inclusion North wants to get the best person for the job and will not discriminate against anyone because of their:

- gender
- marital status (including civil partner status)
- age
- race (includes ethnic or national origin or nationality)
- disability
- religion or belief (actual or perceived)
- sexual orientation (actual or perceived)
- transgender status
- pregnancy

We ask you to fill out this form so that we can look at who is applying for this job. Inclusion North will then check to see who gets interviewed and gets the job.

**This form will not be seen by anyone who is making a decision on your application.** It will be separated from your application as soon as we receive it.

This information will be kept confidential and secure and will only be used to check that we are an equal opportunities employer.

**Job Title: Project Support Co-ordinator**

**Personal Data: (please tick)**

**Gender:**

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Trans	<input type="checkbox"/>	Non-binary	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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**Sexual Orientation:**

Bisexual	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Gay Woman/ Lesbian	<input type="checkbox"/>
Heterosexual/ Straight	<input type="checkbox"/>	Queer	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

**Ethnicity:**

<b><i>Asian or Asian British</i></b>	<b>Tick</b>
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Other Asian (please state)	<input type="checkbox"/>
<b><i>Black</i></b>	
Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black British	<input type="checkbox"/>
Black European	<input type="checkbox"/>
Other Black	<input type="checkbox"/>

<b><i>White</i></b>	<b>Tick</b>
White – Eastern European	<input type="checkbox"/>
White – English	<input type="checkbox"/>
White – Irish Republic	<input type="checkbox"/>
White – Northern Irish	<input type="checkbox"/>
White – Scottish	<input type="checkbox"/>
White – Welsh	<input type="checkbox"/>
White – Western European – Non UK	<input type="checkbox"/>
Other White	<input type="checkbox"/>

<b>Chinese or Chinese British</b>	
Chinese	
Chinese British	
<b>Mixed</b>	
White & Black Caribbean	
White & Black African	
White & Asian	
Other Mixed	
<b>Other</b>	
Other Ethnic background (please state)	
Prefer not to say	

**Religious Belief:**

Atheism/Humanism		Baha'i		Buddhism	
Christianity		Hinduism		Islam	
Sikhism		Judaism		Rastafarianism	
Parsi Zoroastrians		No belief		Prefer not to say	
Other					

**CHILDCARE RESPONSIBILITIES**

<b>Are you a</b>	Lone Parent		Primary Carer	Joint Carer	
<b>Ages of children:</b>	Under 5		5 – 11	12 – 15	16 + in Full Time Education

**Other Care responsibilities:**

	<b>Older People:</b>	<b>Disabled</b>
Primary Carer		
Partial/Joint Carer		

**Age:**

Date of Birth:	
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## Disability

The law says that a disabled person is someone who has a physical, sensory or mental impairment or health condition, which has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you have an impairment of this kind?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please tell us what this is:

## Advertising

It will help us if you tell us where you found out about this job. This is so we can advertise jobs better next time.

**Tick**

	<b>Tick</b>
Email from Inclusion North	<input type="checkbox"/>
Job Centre	<input type="checkbox"/>
Job Fair	<input type="checkbox"/>
Local Paper	<input type="checkbox"/>
National Paper	<input type="checkbox"/>
Recruitment Agency	<input type="checkbox"/>
Radio	<input type="checkbox"/>
Professional Journal	<input type="checkbox"/>
Website (Inclusion North)	<input type="checkbox"/>
Website (other)	<input type="checkbox"/>
Advocacy Organisation	<input type="checkbox"/>
From someone you know (word of mouth)	<input type="checkbox"/>
Other (please say)	<input type="checkbox"/>