**Thank you for your interest in working for Service Dogs UK. By completing this application, you consent to your personal details being used by Service Dogs UK in accordance with the Data Protection Act 1998 and any subsequent legislation made thereafter.**

**For questions 1-5 inclusive please use a maximum of 200 words per question.**

**This form should be completed electronically by Friday 11th October and sent to Garry Botterill** [garry@servicedogsuk.org](mailto:info@servicedogsuk.org)

**APPLICATION FOR POST OF Service Dogs UK ADMINISTRATOR**

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| **Personal Details** |

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| **Full Name: (BLOCK CAPITALS)** |
| **Date of Birth:**  **With what gender do you identify?**  **Female/male/transgender:** |
| **Home Address:** |
| **Other contact address (if applicable):** |
| **Email Address: (please do not give your professional/place of employment email address)** |
| **Telephone number: (Home) (Mobile)**  **Preferred method of contact:** |
| **Languages spoken other than English, (include signing) with levels of competency.** |

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| **Character References** |

**Please give the names of two referees who have known you for at least three years. One of these should be your current / most recent employer, or tutor, who can comment professionally on your potential to work for SDUK. Referees cannot be family members, relatives or partners. We will not approach your referees until you have been offered a provisional place.**

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Role and responsibility:** | **Role and responsibility:** |
| **How is this person known to you and for how long?** | **How is this person known to you and for how long?** |
| **Contact Address:** | **Contact Address:** |
| **Contact Telephone Number:** | **Contact Telephone Number:** |

|  |
| --- |
| **Qualifications & Professional Training** |

Please start from your most recent qualification and continue on a separate page if needed. List any previous training involving administrative skills, including workshops, conferences and CPD training, which you have completed. **Original certificates will be required if you are selected for interview.**

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| --- | --- | --- | --- |
| **Education Establishment, Professional or Awarding Body** | **Qualification / Title of training and subject** | **Level / grade awarded** | **Year awarded or attended** |
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| **Work Experience** |

Please list your work experience including voluntary work, beginning with the most recent and continue on a separate page if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Title** | **Date from** | **Date to** | **Main Duties** |
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1. **What are your key skills and qualities?**

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1. **Why do you want to work for Service Dogs UK?**

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1. **What do you feel you will contribute to the work of SDUK? Are you able to commit to working for at least one year?**

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1. **What do you feel you will personally gain by working with SDUK?**

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1. **Is there any other information you feel we should know? Please include any restrictions you may have, for example, time, transport, and access requirements. We ask this question to enable us to consider any adjustments that we can make to assist you in your role.**

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| **Please list your membership of any professional associations:** |
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| **Declaration** |

**Signature**

I, the undersigned, declare that to the best of my knowledge, all the information on this application is correct. (This can be signed at the interview stage).

**Signed:**

**Date:**

Offers will be made based on satisfactory character references.

You may be required to complete a DBS application in order to carry out the role.

If you are invited to an interview, please bring with you the following identification documents in order that you can complete a DBS disclosure application.

* Passport
* Driving Licence
* Bank statement (within the last three months)
* Utility bill (within the last three months)
* Birth Certificate
* National Insurance ID / card

Service Dogs UKwants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential and be stored securely and limited to only some staff in the organisation.

**Gender** Man 🗆 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 🗆

**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 give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 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:

**Are you an Asylum Seeker or Refugee?**

Asylum Seeker 🗆 Refugee 🗆 Prefer not to say 🗆 No 🗆

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆

Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆

Homeworking 🗆 Prefer not to say 🗆 If other, please write in:

**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 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆