



Application Form 2021

Personal details will be separated from the letter of application and CV before shortlisting

Post applied for:

Second Name:

First Name:

Address:

E-mail address:

Telephone number: Daytime:

Evening:

Data Protection Act 1998

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the application form and Equal opportunities form can be stored and processed in accordance with NACCOM's Data Protection policy.

Signature:

Date:

For NACCOM use only

Candidate Reference Number:

Demonstrating how you meet the person specification

It is important that you read the job description and person specification carefully before sending your letter of application. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the person specification. To do

this, you need to answer each point in the person specification fully by telling us about your relevant experience, skills, understanding and knowledge.

Please also use specific examples to demonstrate this. We cannot assume that you have any skills, abilities or experiences and therefore you must evidence your answer. Please note that examples from both the UK and from other countries are equally acceptable as are examples from a work or non-work setting.

References

These details will be removed from your application before shortlisting

Please give the names, addresses and telephone numbers of two persons, both of whom where possible should be your present or most recent employers, whom we can contact for references. Non UK references are equally acceptable. If you cannot provide employment references, voluntary work references and character references are acceptable.

References will only be taken up following a successful interview. Any offer of employment will depend on receipt of satisfactory references.

1.

2.

Tel:

E-mail:

Tel:

E-mail

Additional information

Immigration, Asylum and Nationality 2006 Act

If you are offered employment with NACCOM you must produce documents confirming your eligibility to work in the UK. It is an offence for NACCOM to employ you if you are not entitled to work in the UK. For more information please see www.ukba.homeoffice.gov.uk

Equal opportunities monitoring

NACCOM is committed to ensuring equality of opportunity in its recruitment and employment practices. To help us identify possible inequalities and barriers to employment, we would appreciate your cooperation by completing this form.

The information provided will not influence any part of the selection process and will not be shared with the interview panel. All information you disclose will be treated confidentially and will only be used for statistical and monitoring purposes. Should you choose not to provide details for the following questions, the success of your application will not be affected.

Please answer the following questions by ticking the appropriate box or writing in the space provided.

1. Post you are applying for:
2. How did you find out about the vacancy?
3. **Gender**

Male

Female

Other - please describe

Prefer not to say

1. **DISABILITY**

The Equality Act 2010 defines a person as “disabled” if they have a physical or mental impairment which has substantial¹ and long term² adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments, health conditions or differences from the norm or average (such as neurodivergent traits, including dyslexia or autism).

When you answer the question, don't take account of the effect of any medication or treatments used or adjustments made that reduce the effects of impairments, for example a hearing aid or medication for diabetes. Instead, think about the effect the impairment would have if these were not being used or made.

Taking this into consideration, are you likely to be considered “disabled” within the meaning of the Equality Act?

Yes

No

¹ Substantial is defined in statutory guidance as meaning “more than minor or trivial”.

² Long-term means that impairment has lasted or is expected to last at least 12 months; many fluctuating conditions including mental health conditions are likely to qualify.

Prefer not to say

2. **ETHNIC ORIGIN. Which group do you identify with? You can also choose your own term.**³

• **White**

English, Welsh, Scottish, Northern Irish or British

Central or East European

Irish

Gypsy or Irish Traveller

Any other White background

Your preferred term - please describe

• **Mixed or Multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background

Your preferred term - please describe

• **Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Your preferred term - please describe

• **Black, African, Caribbean or Black British**

African

³ [List of ethnic groups - GOV.UK \(ethnicity-facts-figures.service.gov.uk\)](https://www.gov.uk/ethnicity-facts-figures) with some additions, such as CEE.

Caribbean

Any other Black, African or Caribbean background

Your preferred term - please describe

• **Other ethnic group**

Arab

Any other ethnic background - please describe

Prefer not to say

3. GENDER IDENTITY. Which of you the following best describes how you think of yourself and/or your gender identity?

Male

Female

Non-binary

Other – please describe

Prefer not to say

4. SEXUAL ORIENTATION. Which of the following bests defines your orientation?

Lesbian

Gay

Heterosexual

Bisexual

Other - please describe

Prefer not to say

5. LIVED EXPERIENCE. Have any ever applied to you? Please tick all that apply.

Homelessness

Migration

Seeking asylum or refugee status

Destitution related to migration status

Prefer not to say