



Applicant reference No
(Office use only):

APPLICATION PACK: Information for Applicants

Thank you for your interest in employment with The Snowdrop Project.
For background information about the charity please visit our website at
www.snowdropproject.co.uk

Closing date: Monday 28th January 2019 at midnight Shortlisting will be made w/c Monday 28th January 2019 and candidates will be informed by Thursday evening.

Interviews are scheduled: First stage: w/c 4th February; Second stage (if needed): w/c 11th February - if you do not think you can attend these interview dates, please include this in your application.

In addition to the information in this application form, the job description and person spec for each specific job should be available to you.

Equal Opportunities

The Snowdrop Project sets a high standard for both its employment practices and its work. People will be recruited on the basis of their merits and abilities. We work towards ensuring that no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, disability, marital status, age, sexuality, political or religious beliefs, HIV status, or trade union activity. Because of the nature of the work of The Snowdrop Project, the advertised caseworker positions are specifically for women workers, in accordance with The Equality Act 2010, Schedule 9, Part 1.

We recognise and welcome our responsibility to remove any barriers in our recruitment process. If you have identified any barriers in the job description or person specification, please tell us of these. We are committed to making any reasonable adjustment to the job where possible, and it would help us to know your needs in order to do this.

Completing Your Application Form

Please **complete the application form**, giving as much information as you can that is relevant to the job you are applying for. Make sure that you demonstrate in the application form your ability to meet the requirements of the job description and person specification, by giving **clear evidence of how you meet each part**.

The Person Specification also makes clear which elements are considered 'essential' in order to be considered for the post, and which are 'desirable' but could be learned in the post. This gives an indication of the importance we will give to the information you provide.

Shortlisting and Interviews

If you are invited to attend for interview you may be asked to show evidence of your entitlement to work in the U.K. e.g. a UK or European passport or residence permit. Wherever possible we will notify you by email if you have **not** been shortlisted for interview. However, if you have not been contacted within 10 days of the closing date for the post, please assume your application has been unsuccessful on this occasion, and we thank you for taking an interest in working with The Snowdrop Project.

Snowdrop Project Application Form

To be completed electronically or by hand. *If completing by hand*, please write in capital letters and use black or blue pen. On completion please return to: **'The Snowdrop Project', 2nd Floor, Mid-City House, 17 Furnival Gate, Sheffield, S1 4QR** or email to recruitment@snowdropproject.co.uk

Basic Information

Position applied for:							
Where you heard about the position?							
Full Name:							
Address:							
					Postcode		
Contact Number:							
Email address:							
National Insurance no							
I confirm that I am eligible to work in the UK							

Employment History

Details of present (or most recent) employment or study

Date from:	Date to: (if applicable)	Reason for leaving: (if applicable)
Position held/Area of study:		
Employer/University name and address:		
Grade/Salary (if applicable):		
Brief details of main responsibilities and duties		
Current notice period:		



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Previous employment

Please provide details of previous positions (including voluntary work) for, at least, the last 5 years. Please use additional pages if needed.

Employer	Position and brief details	From/To	Reason for leaving
Have you ever been dismissed from employment?			
If 'yes' please give details			

Education, Training and Skills

Please give details of any qualifications achieved, training courses attended or skills obtained **which are relevant to the job** together with dates. This can range from in house training courses, to GCSE's to degrees or anything that you consider relevant to the position. Please use additional sheets if needed.

Training	Dates and duration	Qualification (if relevant)



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Other relevant work/past times (eg work experience, committee work, hobbies and interests)

References

Please provide 2 references. The first should be a professional or academic reference, and the second, a personal reference from someone who has known you for at least a year. Please note, your references will only be contacted on offer of employment.

	First Reference	Second Reference
Name:		
Address:		
Contact number:		
Email Address:		
Occupation:		
Relationship to applicant:		

First referee: Will be asked to comment on the applicant's work ethic and commitment and suitability for the specific job. Max one side of A4.

Second referee: Will be asked to comment on the applicant's character and their suitability for the specific job. Max one side of A4.

Suitability for the Job

Please detail why you are interested in working for the Snowdrop Project and why you think you are suitable for the job, giving clear and concise examples of how you meet each of the requirements detailed in the Person Specification.

Declaration

By signing this form you authorise us to check any information you have given with third parties (e.g previous employers, not current) and you authorise them to disclose your personal information to us. The information on this form is true and correct to the best of my knowledge and I accept that any false statements or omissions may lead to my being dismissed, if appointed to the post.

Name:		Date:	
Signed:			



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Equal Opportunities Monitoring Form

At Snowdrop Project we aim to eliminate direct or indirect discriminations on grounds, as covered by the Equality Act 2010, of sex, sexual orientation, marital status, colour, race, nationality, ethnic or national origin, creed, religious belief, age or disability.

Please could you take a few moments to complete this form? The information is used solely for monitoring purposes and is separated from the rest of the application form before the interview.

Please place an "X" in the appropriate section

GENDER

Are you?	Male		Female	
Does your gender differ from your birth sex?	Yes		No	

AGE

What is your age group?	Under 25		25-34		35-44	
	45-54		55-64		65 or over	

DISABILITY

Do you consider that you have a disability?	Yes		No	
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According to the Equality Act 2010 a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

If invited to interview do you have any special requirements, e.g. Wheelchair access?	Yes		No	
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RELATIONSHIP STATUS

What is your relationship status?	Single		Married		Civil Partner	
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RELIGION OR BELIEF

The Snowdrop Project

Buddhist		Jewish		Christian		Muslim	
Hindu		Seikh		None		Other	

SEXUAL ORIENTATION

Bisexual		Gay		Heterosexual		Lesbian	
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ETHNICITY

Asian or Asian British		Black or Black British	
Bangladeshi		African	
Indian		Caribbean	
Pakistani		Any other black background	
Any other Asian background			
Mixed		White	
White and Asian		British	
White and Black African		Irish	
White and Black Caribbean		Any other white background	
Any other mixed background			
Other Ethnic Group			
Chinese			
Any other ethnic group			

Thank you for completing this form