**Private & Confidential**

**APPLICATION FORM**

Thank you for your interest in Pancreatic Cancer UK and for completing our application form. Guidance Notes have been included in this document for your information and to help you complete your application. If you are completing the form electronically please use key F11 to move between fields to enter your information, or double click to check a box.

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| --- | --- |
| Position applied for: |  |

**Section 1**

**A. Your Personal Details**

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| --- | --- | --- | --- | --- | --- |
| Surname: |  | | | | |
| First Names: |  | | | | |
| Title: Please put a cross in the appropriate box | Mr  / Mrs  / Miss  / Ms  / Other | | | | |
| Permanent Address: |  | | | | |
| Town: |  | | | | |
| County: |  | | | | |
| Country: |  | Post/Zip Code: | |  | |
| Telephone Private: |  | | | | |
| Telephone Business: |  | | | | |
| Telephone Mobile: |  | | | | |
| Email address: |  | | | | |
|  | | | | | |
| **B. Your Right to work**  Please note that you will be required to provide proof of your right to work in the UK when you are invited to an interview. | | | | | |
| Do you have the right to work in the UK? | | | Yes | | No |

**C. Criminal Convictions**

You are required to disclose any convictions which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974

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| --- | --- | --- | --- | --- |
| Do you have any unspent criminal convictions as defined in the above act? | | | Yes | No |
| If Yes, please give details.  Having a conviction will not automatically affect your employment opportunities with Pancreatic Cancer UK. The information you provide will be treated as strictly confidential and will be considered only in relation to the role you have applied for. | | | | |
| Date | Offence | Sentence | Date to be spent | |
|  |  |  |  | |
|  |  |  |  | |

Due to the nature of our work, we need to identify candidates who would be unsuitable for certain jobs, especially work that involves vulnerable groups including working with children. It may be that the role you have applied for will be identified as exempt from the Rehabilitation of Offenders Act 1974 and will be eligible for a criminal record check processed through the Disclosure and Barring Service. The level of check (standard/ enhanced/ and/or Barred List checks) will be determined by the role and the position being applied for.

**D. Further details**

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| Have you applied for a position with the Pancreatic Cancer UK in the past? If so, please give details. |
| How much notice would you be required to give your present employer? |
| Please give dates when you are not available for interview |
| How did you hear about PANCREATIC CANCER UK and this position? \*Please tick as appropriate.  Social media  Friend or family member  Word of mouth  Pancreatic Cancer UK employee    LinkedIn  Pancreatic Cancer UK website  Charity Jobs  Indeed  Third Sector  Other: |
|  |

**E. Equal opportunities monitoring**

We ask you to complete this section to enable us to monitor the effectiveness and fairness of the Pancreatic Cancer UK’s recruitment policy. Please see the guidance notes for further information. This questionnaire will be used to provide statistics for monitoring purposes and will not form part of the selection process.

Please tick the boxes below to indicate the answer which applies to you in the form below:

**Age:**

16-24  25-29  30-34  35-39  40-44  45-49

50-54  55-59  60-64  65+  Prefer not to say

**Gender:** Male  Female  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify: …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Ethnic group:**

Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups. You might belong to any of the groups indicated. 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 specify:

**Mixed/multiple ethnic groups:**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say

Any other mixed background, please specify:

**Asian/Asian British:**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please specify:

**Black/ African/ Caribbean/ Black British:**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please specify:

**Other ethnic group:**

Arab  Prefer not to say

Any other ethnic group, please specify:

**Disability:**

The Equality Act 2010 defines a person with disability as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day to day activities.

Would you consider yourself to have a disability?

Yes  No  Prefer not to say

If you have answered ‘Yes’, please provide details explaining how we could best support you. If you have any reasonable adjustments that you would like us to be aware of for the recruitment process please specify below:

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say

If you prefer to use your own term, please specify:

**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 specify:

**\* Please be advised that answers from Section 1 will be detached from  
Section 2 of the application form prior to it being shortlisted.**

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|  | **GUIDANCE NOTES** |
| **General points** | |
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| The application form is in 2 parts. Section 1 contains general personal information and Section 2 provides us with a background to your experience, knowledge and interest in the role. Section 1 will be detached from the rest of the application because it contains information that is Private & Confidential. | |
|  | |
| We would advise you to complete the application form electronically. If this is not possible please complete all the sections in BLACK INK and print clearly, bearing in mind that Section 2 of your application may need to be photocopied. | |
|  | |
| Please remember that there are a number of different sections on the form. Each of them will need to be completed or your application may not be considered. | |
|  | |
| Please make sure that you return your completed form to Pancreatic Cancer UK by the specified date. We will not be able to consider late applications. | |
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| **Section 1** | |
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| **1A Your Personal Details** | |
| Please present and complete the information in this section clearly so that we are able to inform you of the outcome of your application. | |
|  | |
| **1B Your Right to Work** | |
| Information relating to your right to work in the UK is essential. Please make sure you provide all the required information. We will need to see evidence of your right to work in the UK on the day of the interview. | |
|  | |
| **1C Criminal Convictions** | |
| We require you to complete this part of the form; failure to do so will invalidate your application. | |
|  | |
| **1D Further Details** | |
| These details provide us with some background information to your application | |
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| **1E Equal Opportunities Monitoring** | |
| This form will only be used to provide statistics for monitoring purposes. Without this monitoring Pancreatic Cancer UK will be unable to measure whether its Equal Opportunities policy is working.  Please read our Equal Opportunities statements below:  In recruitment and employment, we actively seek the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation. | |

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| **Section 2** |
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| **2A Education and Training Details** |
| Please provide the relevant information on all types of education and training. Please note, we will need to see your original certificates on the interview day. |
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| **2B Employment and Volunteering History** |
| Please list, as well as your current job - past positions (both paid and unpaid) starting with the most recent and working backwards. Be sure to account for any gaps in your employment record. We acknowledge that voluntary experience can be equally as valuable as paid work which is why we are interested in hearing about your involvement with voluntary organisations, committees or councils etc. |
| **2C Evidence of Relevant Experience** |
| Please use the Job Description and Person Specification to address how your previous experience, knowledge, skills and training demonstrate your suitability for this position. You may wish to use examples to support your answer. |
|  |
| **2D References** |
| Please give the names and contact details of three people who may be approached for references as to your suitability for the position. In order that we can process your references efficiently please provide us with the correct email address for each referee. |
| **2E Declaration** |
| By signing or completing the check box on the application, you are indicating that the statements you have made are true and complete. Making a false statement may affect your future employment with Pancreatic Cancer UK. If you submit your application in electronic form, you will need to complete the check box. If you submit your application in hard copy, you should sign and date the form. |
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