**Application Form**

**Confidential**

Please complete this form and return it by the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application form will be considered by the panel, unless otherwise specified. Curriculum vitae will not be accepted. All information given will be treated with the strictest confidence.

|  |  |
| --- | --- |
| **Vacancy title:** | Research & Insight Manager |

**Personal details**

|  |  |  |
| --- | --- | --- |
| **Surname/Last name** | | **First names** |
|  | |  |
| **Telephone no. (home or mobile)** | | **Email address** |
|  | |  |
| **Current address** | | |
|  | | |
| **Post code** |  | |
|  |  | |

**Current employment**

|  |  |
| --- | --- |
| **Employer’s name** |  |
| **Employer’s address** |  |
| **Job title** |  |
| **Salary** |  |
| **Date commenced** |  |
| **To whom do you report (Job title)** |  |
| **What staff (if any) report to you** |  |
| **Period of notice required** |  |
| **Brief outline of duties** | |
|  | |

**Previous employment (most recent first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer (name and address)** | **Job title** | **Dates of employment** | | **Salary** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |  |
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**Relevant educational, vocational, professional qualifications or training courses (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational establishment or course organiser** | **Qualification (where applicable)** | **Grade** | **Date achieved** |
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**How do you meet the essential requirements of the post?**

Please state clearly how you meet all the essential requirements listed on the person specification (and the desirable requirements, if applicable). ***Please limit your response to no more than 2000 words and use the criteria on the person specification as headings to assist with the assessment of your application.***

|  |
| --- |
|  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | | **2.** | |
| **Name** |  | **Name** |  |
| **Job title** |  | **Job title** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Email** |  | **Email** |  |
| **Tel. no.** |  | **Tel. no.** |  |

**Disability – reasonable adjustment**

If you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process, please give details below.

|  |
| --- |
|  |

**Advertising & publicity**Use the space below to inform us about how you found out about the vacancy.

|  |
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**Equality and Diversity Monitoring Form**

|  |  |
| --- | --- |
| **Vacancy title:** | Research & Insight Manager |

Rise wants to meet the aims and commitments set out in its Equality, Diversity and Inclusion Action Plan, and actively promote equality, diversity and inclusion to attract more applications from people from diverse backgrounds.  We are keen to monitor the diversity of job applicants and the existing workforce to help us to fulfil these aims, and therefore would welcome your help and co-operation by completing this form.  Please note that completing this form is voluntary.

We must stress that the following assurances apply:

* The information provided on this form is for equal opportunities and diversity monitoring purposes only and will be used solely for monitoring purposes (it will be detached and held separately to your application and will not be seen by the shortlisting/interview panel members)
* All information on this form will be held securely on our database in strictest confidence.

##### Age:

|  |  |  |  |
| --- | --- | --- | --- |
| What is your Year of Birth? |  | Prefer Not to Say |  |

##### Ethnic Origin:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A White | | B Mixed/Multiple Ethnic Groups | | C Asian/Asian British | | **D Black/Black British** | | | **E Other Ethnic Group** | |
| **A1** British, English, Welsh, Scottish or Northern Irish |  | **B1** White & Black Caribbean |  | **C1** Indian |  | **D1** Caribbean | |  | **E1** Arab |  |
| **A2** Irish |  | **B2** White & Black African |  | **C2** Pakistani |  | **D2** African | |  | **E2** Any other Ethnic group |  |
| **A3** Roma |  | **B3** White & Asian |  | **C3** Bangladeshi |  | **D3** Any other Black background | |  |  |  |
| **A4** Other White background |  | **B4** Any other Mixed or Multiple Background |  | **C4** Chinese |  |  | |  |  |  |
|  |  |  |  | **C5** Any other Asian background |  |  | |  |  |  |
| **Prefer Not to Say** |  | **Prefer to Self-Describe (please specify):** | | | | |  | | | |

##### Gender: Which gender do you best identify with?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Man |  | Woman | |  | Non-Binary |  | Prefer Not to Say |  |
| Prefer to Self-Describe (please specify): | | |  | | | | | |

##### 

##### Gender Identity: Do you identify as trans now or have a gender identity which differs to your gender assigned at birth?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer Not to Say |  |

##### Sexual Orientation: What is your sexual orientation?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asexual |  | Bisexual |  | Homosexual/Gay/Lesbian |  | Heterosexual/Straight | |  |
| Prefer Not to Say | | |  | Prefer to Self-Describe (please specify): | | |  | |

##### Religion or Belief: What religion or belief do you identify with?

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No Religion or Belief | | |  | Buddhist |  | Christian (including C of E, Catholic, Protestant and all other Christian denominations) | | | | | |  |
| Hindu | | |  | Jewish | | |  | Muslim | |  | Sikh |  |
| Prefer Not to Say |  | Other/Prefer to Self-Describe (please specify): | | | | | | |  | | | |

##### Disability and/or Long-Term Health Condition:

**According to the Equality Act 2010, a person has a disability “if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.**

***A long-term health condition is one that usually lasts a year or longer and impacts a person's life. It is a condition that cannot be cured but can generally be controlled by medicines or other treatments. Examples include diabetes, asthma, angina, high blood pressure, and arthritis.***

Do you consider yourself to have a physical or mental disability or long-term health condition?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer Not to Say |  |

If yes, please state nature of your disability or long-term condition:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No known impairment, health condition or learning difference | | | |  |
| A long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy | | | |  |
| A mental health difficulty, such as depression, schizophrenia or anxiety disorder | | | |  |
| A physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches | | | |  |
| A social/communication impairment such as a speech and language impairment or Asperger’s syndrome/other autistic spectrum disorder | | | |  |
| A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D | | | |  |
| Blind or have a visual impairment uncorrected by glasses | | | |  |
| Deaf or have a hearing impairment | | | |  |
| Other |  | *Please specify:* |  | |

|  |
| --- |
| *If you have any specific access requirements to support you in your role, please specify them below* |
|  |

##### **Marriage/Civil Partnership Status: Are you currently?**

|  |  |  |  |
| --- | --- | --- | --- |
| Cohabiting |  | Divorced or civil partnership dissolved |  |
| In a civil partnership |  | Married |  |
| Single (never married or never in a civil partnership) |  | Separated (but still legally married or in a civil partnership) |  |
| Widowed or a surviving partner from a civil partnership |  | Prefer Not to Say |  |

##### **Caring Responsibilities: Do you have any primary caring responsibilities?**

|  |  |  |  |
| --- | --- | --- | --- |
| No |  | Yes - child(ren) under 18 |  |
| Yes - disabled child(ren) |  | Yes - disabled adult(s) |  |
| Yes - older person(s) |  | Prefer Not to Say |  |

**Socio-Economic Background:** Do you consider yourself to be from a lower socio-economic background?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Not Sure |  | Prefer Not to Say |  |

**Education:** Which type of school did you attend for the most time between the ages of 11 and 16?

|  |  |  |  |
| --- | --- | --- | --- |
| A state-run school or state-funded school |  | Independent or fee-paying school |  |
| Independent or fee-paying school, where I received a means tested bursary covering 90% or more of the total cost of attending throughout my time there |  | Prefer Not to Say |  |

**Free School Meals:** If you finished school after 1980, were you elligible for free school meals at any point during your school years?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Not Sure |  | Prefer Not to Say |  |
| Not Applicable (finished school before 1980 or went to school overseas) | | |  |

##### University: Did you attend university?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer Not to Say |  |

##### Main Household Owner Occupation at Age 14: What was the occupation of your main household earner when you were aged about 14?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Modern professional & traditional professional occupations such as:** teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, or civil/mechanical engineer | | | |  |
| **Senior middle or junior managers or administrators such as**: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, or warehouse manager | | | |  |
| **Clerical and intermediate occupations such as**: secretary, personal assistant, call centre agent, clerical worker, nursery nurse | | | |  |
| **Technical and craft occupations such as:** motor mechanic, plumber, printer, electrician, gardener, or train driver | | | |  |
| **Routine semi-routine manual and service occupations such as**: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, or bar staff | | | |  |
| **Long-term unemployed** (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year) | | | |  |
| **Small business owners who employed less than 25 people such as**: corner shop owners, small plumbing companies, retail shop owners, single restaurant or café owners, taxi owners, or garage owners | | | |  |
| Prefer Not to Say | | | |  |
| Other |  | *Please specify:* |  | |

**Self-Declaration Form**

|  |  |
| --- | --- |
| **Vacancy title:** | Research & Insight Manager |

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 because it involves access to children, young people and vulnerable adults. If successful in interview, your appointment will be dependent on the results of a DBS check, which will be carried out prior to confirming your appointment. This will provide details of all\* convictions, even if they are classified as ‘spent’, and that information will be used to check your suitability for the post.

**Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the** [**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**](https://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)**?**

Please tick as appropriate. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

  Yes ☐ No ☐

If the answer is yes, please provide details in the box below.

|  |
| --- |
|  |

If you are an unsuccessful applicant, all of your personal details, including details of any convictions, cautions, reprimands or final warnings that you have disclosed, will be securely destroyed after six months of the recruitment decision. If you are successful in your application for the role, details of your convictions etc will be securely stored by us until you have completed your probation period, which will normally be six months; the data will then be securely destroyed.

I confirm that the information that I have given above is true, correct, complete and up to date.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

**Note**: Should you fail to disclose any relevant convictions, cautions or reprimands etc. above, or if there are any other matters causing the Charity to reasonably conclude that you may be unsuitable for the post, you will be disqualified from being appointed.

To view our privacy policy, please visit [www.risenortheast.co.uk/privacy](http://www.risenortheast.co.uk/privacy)

**On completion of the application form, please send it to** [**recruitment@risenortheast.co.uk**](mailto:recruitment@risenortheast.co.uk)

**Closing date:**  **Sunday 24th November 2024**

**Anticipated interview date: w/c 16th December 2024**