# Climate Outreach Application Form

Please complete in MS Word of Google doc **(please do not pdf)** and email to: recruitment@climateoutreach.org using your name in the filename for the attachment.

**Please do not send your CV. It will not count as an application.**

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| **TITLE OF THE POST YOU ARE APPLYING FOR**  **WHERE AND HOW DID YOU HEAR ABOUT THIS VACANCY? (for recruitment monitoring purposes)** |
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| **PERSONAL DETAILS** | |
| Title (Mr, Mrs etc.) |  |
| First Name(s) |  |
| Family Name  Contact Address  Contact Numbers  Email |  |

## I declare by submitting this form that all information given is, to the best of my knowledge true and complete. I understand that if I submit any information that I know is false, or if I withhold any relevant information, this may lead to rejection of my application or if I have already been appointed, my dismissal. For monitoring purposes Climate Outreach will store your application for 12 months from the date of receipt and will not share it or any information contained within it with third parties.

## Signed: Date:

## (Please type name if submitting by email to confirm your declaration.)

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| **RELEVANT EDUCATION/TRAINING**  Please give details of qualifications or training, including dates, details and institution. | | |
| **Dates** | **Qualification Details** | **Institution / Organisation** |
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| **RELEVANT PROFESSIONAL AND VOLUNTEER EXPERIENCE** Please give us any details of professional and volunteer experience, including responsibilities and posts held. | | |
| **Dates** | **Employment / Volunteering details** | **Organisation** |
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**IT SKILLS, LANGUAGES AND OTHER RELEVANT INFORMATION**

Please list any other skills, stating your level of proficiency

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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use this section to demonstrate why you would be suitable for the post by reference to the job description and person specification.

We strongly advise you to reply to each essential point of the person specification. Please do not write more than 500 words (attach an additional sheet if necessary)

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| **CRIMINAL RECORD**  Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1974 and/or (Northern Ireland) 1979. | **WORK PERMIT**  If you need a work permit you will need to provide it before starting work. All candidates will be asked to provide proof that they are eligible to work in the UK  Do you need a work permit to work in the UK? |
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| **REFEREES**  Please supply the details of two referees (unrelated to you) who you hereby consent to us contacting. They will only be contacted after a successful interview. | |
| NAME:  JOB TITLE:  ORGANISATION:  ADDRESS:  TEL:  EMAIL:  RELATIONSHIP | NAME:  JOB TITLE:  ORGANISATION:  ADDRESS:  TEL:  EMAIL:  RELATIONSHIP |

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| **DECLARATION** | |
| In accordance with Data Protection Act 2018. I give my consent for the information contained in this form to be processed in accordance with the Climate Outreach policy for the purposes of volunteering and recruitment. I understand that if selected, this application form will remain part of my personal file and that if I am shortlisted, but not selected, it will be stored for up to 1 year then destroyed.  I declare that the information contained in this form is true and accurate. | |
| SIGNATURE | DATE |

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| **MONITORING INFORMATION** | | | |
| The following information is collected as part of our commitment towards achieving equality of opportunity in our employment practices. The information you provide is confidential and will be removed from the above application form upon receipt.  You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we should hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application. Please don’t write your name on this form. | | | |
| **1. POST APPLIED FOR :** | | | |
| **2. GENDER** | | | |
| **3.DATE OF BIRTH** | | | |
| **4. ETHNIC ORIGIN**  We appreciate that some people, including those of mixed race, may not be happy with the classifications used on monitoring forms. The classifications below are those currently recommended by the Commission for Racial Equality. If you wish to classify yourself in some other way, please use the additional space provided to do so. | | | |
| **A: WHITE**  British  English  Scottish  Welsh  Northern Irish  Irish  Any other White background,  ……………………………………… | •  •  •  •  •  •  • | **B: MIXED**  White & Black Caribbean  White & Black African  White & Asian  Any other Mixed background,  ………………………………………… | •  •  •  • |
| **C: ASIAN, ASIAN BRITISH, ASIAN SCOTTISH, ASIAN WELSH OR ASIAN NORTHERN IRISH**  Indian  Pakistani  Bangladeshi  Any other Asian Background  ……………………………………… | •  •  • | **D: BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, BLACK WELSH OR BLACK NORTHERN IRISH**  Caribbean  African  Any other Black background  ………………………………………… | •  •  • |
| **E: CHINESE, CHINESE BRITISH, CHINESE SCOTTISH, CHINESE WELSH OR CHINESE NORTHERN IRISH**  Chinese | • | **F: OTHER ETHNIC GROUP**  …………………………………………. |  |
| **5. DISABILITY**   1. I do have a disability / do not have a disability (please delete) 2. I would require / would not require any special adaptations/ equipment to take up the placement (please specify) | | | |