



\* Required

## The Baca Charity Application Form



Thank you for your interest in the Baca Charity.

Please complete **all of the following sections** of the application form, giving as much detail as you can. Boxes that ask for more detailed information will expand to include all information you would like to include.

Before submitting this form, please **download and read the Job Description** from our website:

[www.bacacharity.org.uk/join-our-team](http://www.bacacharity.org.uk/join-our-team)

**Please note:**

1. Once started, you will not be able to save the online application form, so please leave enough time to complete the form. A copy of the questions and information needed is on our website - see link above. Alternatively, you can download and complete a Word version of the application form from the advert on our website.
2. For **permanent** roles, please can you also **email a copy of your CV** to [recruitment@bacacharity.org.uk](mailto:recruitment@bacacharity.org.uk)
3. The information you provide in this application form will not be available to anyone other than members of the Baca management team and staff who will be involved in the recruitment process.

## Your Details

1

Your name \*

2

Your address \*

3

Post Code \*

4

Telephone Number \*

5

Email \*

6

Application date



7

Role you are applying for: \*

8

Is the role a permanent or voluntary position? \*

- Permanent
- Voluntary

9

Role Location \*

- Loughborough
- Cambridge
- Other

## Education and Employment

Please give details of your education and employment. If you choose to include this information as part of your CV, **all** of the information below must be clearly included. Otherwise your application will be rejected.

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Please give details of **all** educational institutions you have attended including:

1. The name of the college or university
2. The dates attended
3. Qualifications achieved
4. Date the qualification was achieved.

Boxes will expand to include more detailed information. \*

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Please give details of **all** your **current and previous** employment including:

1. Employer name
2. Job title
3. Start date
4. End date

Boxes will expand to include more detailed information. \*

12

Please give details of any qualifications achieved or additional training that you think are relevant to the role, including:

1. The title of the qualification
2. The name of the training provider
3. The dates the qualification was achieved.

Boxes will expand to include more detailed information.

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Please give details of any gaps in your education and employment including the **dates and reasons** for the gap.

## The Role

Having read the role description available on Baca's website, please answer the following questions.

14

What interests you about this role?  
Boxes will expand to include more detailed information.  
\*

15

What skills and strengths will you bring to this role?  
Boxes will expand to include more detailed information.  
\*

16

What relevant experience/qualifications do you have? E.g. work with young people/different cultures, work within housing provision, management experience.  
Boxes will expand to include more detailed information.  
\*

## Organisation Vision and Values

17

How do Baca's vision and values fit into your own personal vision and values?  
Boxes will expand to include more detailed information.

\*

Personal

18

What are your three core strengths? \*

19

What are your three core weaknesses? \*

20

How would you describe your approach to work/life balance? \*

21

Where do you see yourself in two, five and ten years' time? \*

### Other information

22

Please comment below if there is anything else you think we should know that might have a bearing on your suitability for the role for which you are applying.



## Further information

23

How did you find out about the role?

- CharityJob
- Indeed
- LinkedIn
- Total Jobs
- Baca Website
- Internal
- Other

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Please tick below if you are any of the following:

- An employee of Baca
- A volunteer at Baca
- You are known or related to any existing Baca staff, volunteer or Trustee
- None of the above.

25

What is the earliest date that you could be available to start at Baca?

## Volunteer information

26

If you are applying for a volunteer role, please click below to move forward to the reference section. Otherwise, please click 'Next' and answer questions about your right to work and driving ability.

I am applying for a volunteer role

## Right to work and driving

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Do you have the right to work in the UK, evidenced by a passport or leave to remain?

**Please note:** We cannot offer sponsorship for this role. We are **not** on the list of Home Office sponsors. \*

- Yes
- No
- Other

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Do you have a current UK driving licence? \*

- Yes
- No
- Provisional

29

Do you hold a non-UK driving licence? \*

- Yes
- No
- Other

30

Are you able and willing to legally drive in the UK, where a driving licence is stated as a requirement in the Job Description? \*

- Yes
- No
- N/A
- Other

31

Do you own a car? \*

- Yes
- No
- Other

32

Please add any other comments that you think are relevant to your driving ability and status.

## References

33

Please provide the **name, address, telephone number and email address** for one person who we can use for a reference. We will not contact the individual until after an offer has been made. \*

34

How do you know this person? \*

35

Please provide the **name, address, telephone number and email address** for a second person who we can use for a reference. We will not contact the individual until after an offer has been made. \*

36

How do you know this person? \*

## Equality & Diversity Monitoring

The Baca Charity is committed to the equality of opportunity, recognising and actively promoting the benefits of a diverse workforce, treating all employees with dignity and respect regardless of age, disability, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, pregnancy and maternity or any other irrelevant factor.

You will be asked if you would like to complete our equality and diversity monitoring form after submitting this application.

We would ask you to respond to this information request positively as it helps us to ensure that our policies and practices do not inadvertently discriminate.

## Declaration

By clicking on submit below I certify that the information in this application is accurate and complete to the best of my knowledge. I have not deliberately withheld any relevant information. I have not canvassed any employee either directly or indirectly in connection with this application. I understand that the deliberate falsification of information, failure to disclose relevant information or act of canvassing on my part, may lead to my application being rejected, any offer of employment being withdrawn, or actual appointment being terminated. I understand that the Charity may decline my application without giving reason.

**Permanent roles:** If the job is offered, I give consent for The Baca Charity to examine details of my attendance record over the last two years, including periods of sickness and the reasons behind them, for reference purposes, and held in accordance with the UK General Data Protection Regulation.

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Please confirm you have emailed a copy of your CV to [recruitment@bacacharity.org.uk](mailto:recruitment@bacacharity.org.uk)

I have emailed a copy of my CV to [recruitment@bacacharity.org.uk](mailto:recruitment@bacacharity.org.uk)

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Please confirm that you have read a copy of our Recruitment Privacy Notice that is available on our website here: [www.bacacharity.org.uk/join-our-team](http://www.bacacharity.org.uk/join-our-team) \*

I have read the Recruitment Privacy Notice

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