**Part 1 – both parts must be completed**

Personal Details Form

**How this form will be used**

We ask you to complete this form to provide contact information for you in the event that you are shortlisted for the role you apply for and ask you to return it with your application form via our website [www.beateatingdisorders.org.uk/vacancies](http://www.beateatingdisorders.org.uk/vacancies) .

The information from this form will be removed before your application is passed to the recruiting manager and will only be seen by the HR team. If you are successful in your appointment, this form will be saved to your employee record.

If you are unsuccessful either at shortlist or interview stage, then this information will be destroyed in line with our retention guidance.

**Personal details**

|  |  |
| --- | --- |
| Name |  |
| Postal address (with post code) |  |
| Tel. no. |  |
| Email contact |  |
| Post applied for |  |

**Entitlement to work in the UK**

|  |
| --- |
| If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details below.  |
| [ ]  I **have no** restrictions regarding my employment in the UK |
| [ ]  I **have** restrictions regarding my employment in the UK (please give details below) |

**Convictions**

|  |
| --- |
| [ ]  I do not have any **unspent** criminal convictions |
| [ ]  I have an **unspent** criminal conviction (please supply details below) |
| If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please let us know and provide details below. |

**Previous interaction with Beat**

|  |
| --- |
| Have you interacted with Beat before as a volunteer or employee?[ ]  Yes[ ]  No |
| If yes, please tell us the role and when: |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct.

Please tick this box to confirm [ ]  Date:

Equal Opportunities Monitoring Form

**How this form will be used**

The information on this form will be treated in complete confidence and will be separated from your application form before the recruiting manager is able to view your application.

We will use the information to monitor diversity. At no time will your details be seen outside of the HR Team or passed to any external organisation. Once the information has been recorded this document will be destroyed confidentially.

**Consent**: **I agree to the information given below being electronically recorded by Beat for use only as described above.**

|  |
| --- |
|  |

(please tick if you agree)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Forenames |  |
| Gender |  | Date of Birth |  |
| Sexual Orientation |  | Religion |  |

|  |  |
| --- | --- |
| Do you consider yourself to be a disabled person? |  |
| Please give details of the nature of any disability: |  |
| Please specify any specialised aids required (e.g. access, speech amplifiers, etc): |  |

I would describe my ethnic origin as:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Black:** | **O** African | **O** Caribbean | **O** Other, please specify: |  |
| **Asian:** | **O** Indian | **O** Pakistani | **O** Other, please specify: |  |
| **White:** | **O** British | **O** European | **O** Other, please specify: |  |
| **Chinese:** | **O** Chinese |  | **O** Other, please specify: |  |



Reference information in support of your application

**References**

Please give the details of two referees, one of which should be your current or most recent line manager. References should not be older than 3 years.   If you are unable to provide recent references, please call to discuss other options.

|  |
| --- |
| **Referee contact details** |
| Name |  | Name |  |
| Relationship to you |  | Relationship to you |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Email Address |  | Email Address |  |
| Tel. no. |  | Tel. no. |  |
| Do you agree to us contacting this referee  | Before your interview – Y/NAfter your interview – Y/N | Do you agree to us contacting this referee  | Before your interview – Y/NAfter your interview – Y/N |

Please note: this information will only be retained if you are successful and are offered a post, otherwise the form will be securely destroyed as soon as it is clear that the information will not be required.