

**APPLICATION FORM:** Please complete full application form and equality monitoring form, sign and date where indicated, and return to [**Lynn@aep.org.uk**](mailto:Lynn@aep.org.uk) **before noon on 17 July 2025.**

Role applied for: HR& Business Services Manager

1. **Your Details**

|  |  |
| --- | --- |
| Full name: | Title: |
| Contact number: | National Insurance Number: |
| Address: | |
| Email address: | |

1. **Right to work in the UK**

Please check this box if you require a permit to work in the UK ☐

1. **Education & Training**: *Proof of qualifications will be required* (please continue on a separate sheet if necessary)

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| --- | --- | --- |
| **Dates** | **Institute name (including part-time)** | **Qualifications gained (or pending) – (Please include subject) & Grade** |
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1. **Work Experience** Please list previous jobs with a brief description of duties (please continue on separate sheet if necessary)

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| --- | --- | --- | --- |
| **Dates** | **Position Held/ Duties** | **Employer** | **Reason for leaving** |
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1. **Personal Statement**

*We would be grateful if you could provide us with a personal statement to support your application; to give us a better idea of how your skills & experience make you the right person for the role.*

This should be a maximum of 1500 words and outline the following:

**Please note that anything over 1500 words will not be considered.**

1. **Your knowledge, experience, skills and other attributes which demonstrate that you meet the essential requirements for the post, along with any of the ‘desirable’ requirements that you meet.**
2. **Why you have applied for the post**
3. **Why you think we should interview/consider you for appointment.**

**.**

1. **References**

Please give the names and contact details of 2 people who we can ask to give you an employment reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

**Reference one**

Name:

Contact Details:

Relationship to you:

**Reference two**

Name:

Contact Details:

Relationship to you:

1. **Rehabilitation of Offenders Act 1974**

If yes, please give details: Click or tap here to enter text.

|  |
| --- |
| Do you have any: |
| Unspent criminal convictions (including cautions) |
| Yes ☐ No ☐ |

1. **Declaration**

**I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.**

**Sign here:**  **Date:**

1. **Interview Arrangements & Availability:**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Please confirm your availability to attend an interview between 28-30 July 2025.

1. **Data Protection Statement**

The Data Protection Act 2018 ("The Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. Except to the extent, we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your registration and application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunities monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all relevant purposes in connection with your employment.

We do not sell or pass on your details to any other organisation or use them for any other purpose ourselves without your consent.

Under the Data Protection Act 2018 you have the right to request details of your Personal Data held or processed by us. Any such request should be submitted in writing and marked for the attention of the Data Protection Compliance Officer.

**Declaration**

In order that we may process your information we require your explicit consent. Please read the declaration below and indicate your acceptance by clicking “accept policy” at the foot of this page.

In line with the Data Protection Act 2018, I agree to this information being held securely and used only in processing my application. All of the details which I have provided are correct to the best of my knowledge. I understand that any misrepresentation of this material may result in the termination of my application or employment.

**I have read and agree to the terms and conditions** ☐

1. **Equal Opportunities**

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore, we need to check that decisions are not influenced by unfair or unlawful discrimination.

To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

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| --- | --- | --- |
| **1. Are you:** Male ☐ Female ☐ Non-Binary ☐ | | |
| **2. Date of Birth:** Prefer not to say ☐ | | |
| **3. Do you consider yourself to be a person with a disability?**  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.  Yes ☐ No ☐ Prefer not to say ☐ | | |
| **4. What is your religion or belief?** | | |
| Christianity ☐ Judaism ☐ Baha’I ☐  Hinduism ☐ Sikhism ☐ No Religion ☐  Islam ☐ Buddhist ☐ Prefer not to say ☐  Other ☐ e.g. Humanist, Atheist, etc (Please state) | | |
| **5. How do you describe your sexuality?** | | |
| Heterosexual/Straight ☐ Bisexual ☐ Prefer not to say ☐  Gay Man ☐ Gay Woman/Lesbian ☐ | | |
| **6. Please describe your ethnic origin** | | |
| **White** |  | **Black or Black British** Caribbean ☐ African ☐  Any other Black background ☐ |
| British ☐ |
| Irish ☐ |
| Any other White background ☐ |
| **Arab or Middle Eastern** | **Travelling Community**  Gypsy/Roma ☐  Traveller of Irish Descent ☐  Other travelling community☐ |
| Arab ☐ |
| North African ☐ |
| Any other Arab or Middle Eastern  ☐Background ☐ |
| **Asian or Asian British** | **Mixed**  White & Black Caribbean ☐  White & Black African ☐ |
| Indian ☐ |
| Pakistani ☐ |

|  |  |  |
| --- | --- | --- |
| Bangladeshi ☐  Chinese ☐  Any other Asian background ☐ |  | White & Asian ☐  Any other Mixed Background ☐ |
| **Other ethnic group (**Please state) | **Prefer not to say** ☐ |
| **7. What is your Relationship Status?** | | |
| Married/Civil Partnership ☐ Single ☐  Other ☐ Prefer not to say ☐ | | |

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.