

# CIRCLE OF LIFE REDISCOVERY CIC

## JOB APPLICATION FORM

**PLEASE TICK BELOW WHICH POSITION (S) YOU ARE APPLYING FOR:**

	<b>SESSIONAL PROJECT FACILITATOR</b>
	<b>SESSIONAL WOODLAND FACILITATOR</b>
	<b>SESSIONAL YOUTH WORKER</b>

<b>Post applied for:</b>  <b>Closing date:</b>	<b>Please return completed form, marked confidential to or email to <a href="mailto:info@circleofliferediscovery.com">info@circleofliferediscovery.com</a></b> Director of Research Dr Gill Tipping CLR CIC 29 Mill Mead Ringmer BN8 5JG
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**Personal Details:**

Surname:	Other names:	Title
Home address		Address for correspondence (if different)
Telephone numbers: Daytime:	Evening:	Mobile:
Email address:		National Insurance No:
Nationality: Do you automatically have the right to work in the UK?  If not do you have a visa? (Please give details)		Have you a current driving licence? YES / NO  If YES give details, including any endorsements, eg car, HGV, PSC etc  If yes does your Licence have D1 status

**Employment History** (current or most recent employer first)

Please include temporary posts and work experience

From - To	Name and Address of Employer	Job Title, Main Duties and Responsibilities	Final Salary & Reason for Leaving
Notice required in current post:			

**References**

Please note here the names, addresses and telephone numbers of two persons from whom we may obtain both character and work experience references. One must be from your current or most recent employer. References will not be sought without your authority. In some circumstances we may seek verbal references from previous five years employment.

1.	2.
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**Leisure**

Please note here your leisure interests, sports, hobbies etc including positions of responsibility held.

**Education, Training and Qualifications**

School, College or University	Level of Qualification attained	Year

**Membership of Professional Body/Qualifications**

Name of professional body	Qualification Awarded and Year

**Training and Development**

Please give details of any relevant training other than that identified above.

**Attendance and Reliability**

Please give details of your lateness and absence records over the last 12 months.

**Criminal Convictions**

By virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act do not apply to any employment which is concerned with the provision of services to children and young people and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties.

As the work involves working with children and young people, all staff and volunteers are subject to an Enhanced CRB check and the following questions must be answered.

Your answer to the following question should include any ‘spent’ convictions.

Have you ever been convicted of a criminal offence?                      YES / NO

If YES, please give details

Please answer the following questions:	
1. Are you currently the subject of any police investigation and/or prosecution, in the UK or any other country?	YES / NO
2. Have you ever been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK, or a criminal conviction in any other country?	YES / NO
3. Are you currently the subject of any investigation or proceedings by any body having regulatory functions in relation to education, health or social work professions, including such a regulatory body in another country?	YES / NO
4. Have you ever been disqualified from the practice of a profession or required to practise it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country?	YES / NO

**Additional Health Details**

Please list any diseases, disorders or allergies from which you have suffered or do suffer.	
Please detail any form of medicine or treatment you are currently and/or regularly receiving.	Doctor's name and address.
Do you have any disabilities which may affect your duties? YES/NO  If YES, please give details.	
If you have a disability please detail any reasonable adjustments that you believe may be needed either for interview purposes or to enable you to carry out the post applied for.	
<b>DECLARATION - Additional Health Details</b> (Please read this carefully before signing)	
1. I hereby give authority for the organisation to contact my own doctor for any further details of my state of health.	
2. I agree that the organisation reserves the right to require me to undergo a medical examination.	
Signed:	Dated:

**Personal Statement**

Please utilise the headings in the person specification to describe and evidence how you meet these role requirements. You should give specific examples of your past experience to provide evidence of your suitability.
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Continue on a separate sheet if necessary.

**DECLARATION (Please read this carefully before signing the Application Form for this post)**

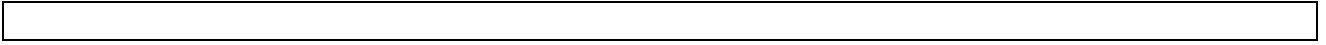
I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.

Signed:

Dated:

Where did you see this post advertised?

FFT website  Country jobs  Environment Jobs Network  CLR website  Other  \_\_\_\_\_



# Circle of Life Rediscovery Community Interest Company

## Equal opportunities and Behavioural policies & procedures

**Circle of Life Rediscovery CIC** is open to all groups and individuals on condition that they keep to the rules and regulations as detailed in the Constitution from which this document is drawn.

It is the responsibility of all employees, members and supporters of **Circle of Life Rediscovery CIC** to enforce this policy at all times.

**Circle of Life Rediscovery** CIC welcomes all people irrespective of gender, race, culture, colour, creed, sexual orientation, age, class, religion, political belief or disability. We will not tolerate any form of prejudiced, aggressive or offensive behaviour. We want all friends of **Circle of Life Rediscovery CIC** to be treated with equal respect.

We therefore:

- foster warm, welcoming and respectful environments that allow us to question and challenge discrimination and inequalities, resolve conflicts peacefully and work and learn free from harassment and violence
- recognise that there are similarities and differences between individuals and groups
- ensure that our differences do not become barriers to participation, access and learning and create inclusive processes and practices, where the varying needs of individuals and groups are identified and met. We therefore cannot achieve equality for all by treating everyone the same.
- build on our similarities and enriched by our differences and so promote understanding and learning between and towards others to create cohesive communities.
- promote race equality and equal opportunity for disabled people and take steps to take into account people's disability, even where that involves more favourable treatment.

We will not allow the following behaviour:

1. Attacks on individuals or groups on any of the above grounds.
2. Discriminatory name calling, insulting remarks, jokes or threats.
3. Writing such remarks on walls or other places.
4. Encouraging other people to harass or discriminate against another individual or group.
5. Provocative behaviour such as wearing racist badges or insignia.
6. Bringing to Camps/programmes materials such as leaflets and magazines which in any way support the above discrimination.

In the event of any harassment to an individual or group at any camp/programme, the management committee and senior staff members will:

7. Discuss the incident with the perpetrator and restate our position.
8. Aid and support the abused party.
9. Aid and counsel the perpetrator.
10. Consider the suspension of the perpetrator from camp.
11. In cases of physical attack, suspension will be immediate and guidelines will be followed regarding ensuring the person returns home safely.
12. Make a report of the incident and appropriate action taken in line with our procedures.

# CIRCLE OF LIFE REDISCOVERY CIC

## EQUAL OPPORTUNITY MONITORING FORM

1. Full Name:
2. Job applied for:
3. Age: Date of birth
4. Gender: Male / Female (circle as appropriate)

NOTES: This form should be completed and returned with your Application Form  
 Circle of Life Rediscovery is committed to equal opportunities in its employment policy, practices and procedures. To help us implement and monitor this policy, we would ask that you provide us with the following information.

**WHERE DID YOU SEE OUR ADVERTISEMENT?**

CLR Website		Environmentaljobs.co.uk		ESCVYS website	
CLR Employee		Countryside Job Service		SCY website	
Other website		Word of Mouth		CVS website/email	

5. I belong to the following ethnic grouping: (tick as appropriate)

<p><b>A: White</b></p> <ol style="list-style-type: none"> <li>1. British</li> <li>2. Irish</li> <li>3. Traveller/Romany/Roma</li> <li>4. Any other White background (please specify)</li> </ol> <p style="text-align: center;">.....</p> <p><b>C: Asian or Asian British</b></p> <ol style="list-style-type: none"> <li>1. Indian</li> <li>2. Pakistani</li> <li>3. Bangladeshi</li> <li>4. Any other Asian background (please specify)</li> </ol> <p style="text-align: center;">.....</p> <p><b>E: Chinese</b></p> <ol style="list-style-type: none"> <li>1. Chinese</li> </ol>	<p><b>B: Of mixed race</b></p> <ol style="list-style-type: none"> <li>1. White &amp; Black Caribbean</li> <li>2. White &amp; Black African</li> <li>3. White &amp; Asian</li> <li>4. Any other Mixed background (please specify)</li> </ol> <p style="text-align: center;">.....</p> <p><b>D: Black or Black British</b></p> <ol style="list-style-type: none"> <li>1. Caribbean</li> <li>2. African</li> <li>3. Any other Black background (please specify)</li> </ol> <p style="text-align: center;">.....</p> <p><b>F: Any other ethnic group</b></p> <ol style="list-style-type: none"> <li>1. Any other ethnic group (please specify)</li> </ol> <p style="text-align: center;">.....</p>
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6. I belong to the following nationality: .....
7. The space below is for you to provide information on your religion, if you wish, for the purpose of equal opportunities monitoring only.

8. The space below is for you to provide information on your sexual orientation, if you wish, for the purpose of equal opportunities monitoring only.

9. Do you consider yourself to have a disability?      YES / NO

Do you have any disabilities for which special arrangements should be made, either in the recruitment process itself or in employment. If so please specify the nature of the disability below.

**Note:**

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment which has a substantial and long term (i.e. more than 12 months) adverse affect on a person’s ability to do normal daily activities. You may still be considered to have a disability if you are not currently affected but the impairment is likely to recur.

It might help you to answer Question 9 above if you consider the list of examples below. This is not exclusive and is provided for guidance only.

	Hearing impairment
	Visual impairment (not corrected by spectacles or contact lenses)
	Speech impairment
	Mobility impairment
	Physical co-ordination difficulties (includes problems of manual dexterity and of muscular control e.g. incontinence, epilepsy)
	Reduced physical capacity (includes debilitating pain and lack of strength, breath, energy or stamina e.g. from asthma, angina or diabetes)
	Severe disfigurement
	Learning difficulties (includes the inability to perceive the risk of physical danger)
	Mental health issues (includes substantial and long lasting e.g. more than a year)
	Other

The completion of this form is voluntary, but it will be appreciated when candidates take the time and trouble to do so. The information contained helps CCHF to monitor and improve its equal opportunities policies and procedures. This sheet will be removed from the application form before decisions about short listing are made, thus ensuring that all such decisions are based on merit.

I understand that this information may be stored and processed as part of CCHF’s monitoring of equal opportunities and I give my consent for my details to be used for this purpose.

**Signed:** ..... **Date:** .....

