



APPLICATION FORM

Please complete in type or block capitals in black ink.

Areas for you to type into are highlighted in a light grey colour. Please pay particular attention to questions that ask you to delete multiple choice options.

Please be aware that this cover sheet, and section 7-11 will be removed from this application in the anonymising process.

APPLICATION FOR THE POST OF:	
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TITLE:	
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PRONOUNS:	
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SURNAME OR FAMILY NAME:	
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FORENAME:	
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HOME ADDRESS:	
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POSTCODE:	
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CONTACT NUMBER:	
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EMAIL ADDRESS:	
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Please answer all of the questions contained in this application form. Standalone CVs will not be accepted and your application will be rejected.
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Are you applying for this role on a job share basis?	
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Yes / No (*please delete as appropriate)
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1. PRESENT OR LAST POST

Post Held	Department or Section	Date Appointed	Date Left
Employer Name & Address		Current Salary and Additions and Grade	
		Reasons for Leaving	
		Notice required to present employer	
		Can we contact you at work?	

Main Duties and Responsibilities (DO NOT EXCEED 500 words)

2. PREVIOUS EMPLOYMENT

Please list any relevant paid employment you have had, giving the most recent first.

Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	

Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	

Job Title:	
Employer Name:	
Employer Address:	
Main Duties:	
Dates From - To:	
Reason for Leaving:	

3. VOLUNTARY & UNPAID WORK

Please list any relevant voluntary experience you have, giving the most recent first.

Organisation:	
Main Duties:	
Dates From - To:	

Organisation:	
Main Duties:	
Dates From - To:	

Organisation:	
Main Duties:	
Dates From - To:	

4a. EDUCATION & TRAINING

Please list any education or training you have undertaken and the qualification obtained.

Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	

Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	

Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	

Subject / Qualification	
Place of Study	
Qualification/Grade	
Year Obtained	

4b. TRAINING COURSES ATTENDED

Please include any relevant training courses you have attended or are undertaking.

Course Title	
Training Provider	
Duration	
Year Attended	

Course Title	
Training Provider	
Duration	
Year Attended	

Course Title	
Training Provider	
Duration	
Year Attended	

Course Title	
Training Provider	
Duration	
Year Attended	

5. LIFE EXPERIENCE

Is there anything else you have done (which you feel is relevant to the role applied for) that you wish to tell us about? This may include work experience, unemployment, caring for a child/relative/friend, etc.

DO NOT EXCEED 300 WORDS

6. PERSONAL STATEMENT

Please complete this section after you have read the Job Description and Person Specification, which will help you tailor your response to the requirements of the role.

Please demonstrate how you meet the criteria set out in the Person Specification. Whether you are invited to an interview for the position will depend on how well you meet the set criteria within the Person Specification. Make sure you back your statements up with clear evidence of your knowledge, skills and experience where appropriate. You can use examples from your lived experience, voluntary roles, previous jobs or your studies wherever applicable.

DO NOT EXCEED 1500 WORDS AND DO NOT ATTACH ADDITIONAL DOCUMENTS AS THEY WILL NOT BE TAKEN INTO CONSIDERATION

6a. SKILLS

Please address each point of the Person Specification and evidence how you meet each of the criteria, providing examples wherever possible.

6b. EXPERIENCE

Please address each point of the Person Specification and evidence how you meet each of the criteria, providing examples wherever possible.

6c. KNOWLEDGE

Please address each point of the Person Specification and evidence how you meet each of the criteria, providing examples wherever possible.

6d. ATTITUDES AND BEHAVIOURS

Please address each point of the Person Specification and evidence how you meet each of the criteria, providing examples wherever possible.

6e. EQUAL OPPORTUNITIES

Please address each point of the Person Specification and evidence how you meet each of the criteria, providing examples wherever possible.

7. OTHER INFORMATION	
Do you hold a current clean driving license?	Yes / No (*please delete as appropriate)
If you have any endorsements, please give details:	
Do you have the use of a car?	Yes / No (*please delete as appropriate)
Do you have a friendship, relationship or are you related to any employee/member of Touchstone or the Board of Trustees?	Yes / No (*please delete as appropriate)
If yes, please complete the following details:	Name:
	Job title:
	Relationship:
Have you ever been employed by Touchstone before?	Yes / No (*please delete as appropriate)
If yes, when?	Please provide dates.
Are you currently a Touchstone Volunteer?	Yes / No (*please delete as appropriate)
Have you ever accessed a Touchstone service?	Yes / No (*please delete as appropriate)
Are you a United Kingdom or European Economic Area National?	Yes / No (*please delete as appropriate)
Please confirm your current status in terms of entitlement to work in the UK:	British Citizen / Overseas National with permission to work in the UK / Overseas national without permission to work in the UK (*please delete as appropriate)
8. HEALTH RECORD	
Are you aware of any health reasons which may impact on your ability to apply for this post either at application or the interview stage?	Yes / No (*please delete as appropriate)
If yes, please advise us on any reasonable adjustments you may need making:	
9. REHABILITATION OF OFFENDERS ACT 1974	
This post is exempt from the provision of Sector 4 (2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold any information about convictions, including any cautions, which for the purposes are "spent" under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to your application for this post.	
Have you at any time received, or have pending a court conviction (including any cautions)?	Yes / No (*please delete as appropriate)
Have you at any time received, or have pending a court conviction (including any cautions)?	Yes / No (*please delete as appropriate)
Failure to disclose all convictions, including "spent" ones, will lead to your application form being disqualified, or if you are appointed to your dismissal. If the post you are applying for involves substantial access to children and/or other specific vulnerable groups, Touchstone will check with the Disclosure and Barring Service for existence and content of any criminal record if you are offered the post.	

10. REFERENCES

Please remember to ask your referee(s) for permission first, before you give us their name and contact details.

Please give the names, addresses and telephone numbers of two referees. If you are or have been employed these should include your **two most recent employers**, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for this post. **Family members or friends cannot be referees**. We reserve the right to request details of additional referees if we are not satisfied with the references provided.

We may also carry out additional background checks (by way of a Google search) if we consider it appropriate to do so. Any Google search conducted will not go further than what is deemed necessary to determine your suitability for the role.

If you are a student please provide contact details of a teacher at your school, college or university.

If you have not been in employment for a considerable amount of time but have previous employment then you should seek one reference from your last employer and a personal reference (of whom you should not be related to).

Name		Name	
Email Address		Email Address	
Address		Address	
Post Code		Post Code	
Contact Number		Contact Number	
Occupation		Occupation	
Relationship		Relationship	
Please note that by providing the details of your referees above, you are giving Touchstone permission to make contact and request reference information			
At what stage may we contact your referees?		After Interview / At Any Stage (*please delete as appropriate)	

I understand that any appointment of me by Touchstone will be subject to the information given in this form being true and correct. I understand that failing to provide material information and/or misleading Touchstone through the provision of inaccurate and/or incorrect information, or my failure to disclose a relationship to a member of Touchstone staff/Board of Trustees could lead to the withdrawal of any offer of work made to me. I understand that to withhold, falsify or omit relevant information from this application form may lead to subsequent disciplinary action being taken against me, including summary dismissal (without notice), in the case that I am the successful applicant.

In the interests of promoting fairness and reducing bias amongst applicants, please confirm that you have not used any method of artificial intelligence (AI) to complete this application form. If we suspect that AI has been used for any part of your application, this may have a negative impact on the outcome of it

I have read this statement and confirm that all information given by me is true and correct.

Signature		Date	
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11. CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record will be requested from the Disclosure and Barring Service (“DBS”) after a person has been selected for appointment to this post. Any offer of work/employment made will be conditional upon a clear DBS check being received by Touchstone. Your failure or refusal to agree to a DBS check being carried out will lead to your offer of employment being withdrawn.

We have many volunteers and employees who have criminal convictions, and positively recruit people who do so. We consider each case on its own merits and work collaboratively to manage risk and ensure you are supported throughout the process.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a DBS check being carried out before you commence working for Touchstone.

Touchstone is discharging a social service function and is therefore covered by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975, and with this in mind you are obliged to disclose both current and spent convictions below.

Please give details on the application form of all convictions, cautions, reprimands or warnings (whether spent or not)

I agree, if I am selected for this appointment, to enhanced checks being made with the DBS for any record of convictions or cautions against me.

Name		Signature	
Date			

12. EQUALITY AND DIVERSITY FORM

We are committed to employing a workforce that reflects the community we serve. In order to monitor our progress and support our employees with their wellbeing, we ask you to answer the questions below. If you do not wish to complete all or any part of this monitoring form, you do not have to do so. This form and your personal details on the application form will be separated from the rest of the application form and won't be considered or factored in when determining your suitability for the role.

What is your preferred title?

Mr **Mrs** **Miss** **Ms** **Mx**

Other (please specify):

What is your gender identity?

Man		I use another term	
Non-Binary		Prefer not to state	
Woman			

Are you trans?

Yes		No	
Prefer not to state		Unsure	

How do you identify your sexual orientation?

Bi		Gay	
Heterosexual		Lesbian	
I use another term		Questioning	
Prefer not to state			

Which age bracket do you fall into?

Under 18		55 – 64	
18 - 24		65 – 74	
25 - 34		75 – 84	
35 - 44		Over 85	
45 – 54			

What is your Religion / Faith?

Atheist		Sikh	
Buddhist		Other	
Christian		Muslim	
Hindu		Jewish	
No Religion / Belief		Prefer Not To State	

What is your ethnic background?

White British		Pakistani	
White Irish		Chinese	
White Welsh		Kashmiri	

White Scottish		Other Asian background	
White Northern Irish		White & Black Caribbean	
White English		White & Black African	
Other white background		White & Asian	
Black African		Other mixed background	
Black Caribbean		Arab	
Other Black/ Caribbean/ African background		Gypsy / Irish Traveller	
Bangladeshi		Another ethnic group	
Indian		Prefer not to state	

Do you consider yourself to be disabled?			
Yes		No	
Prefer not to state			

If "Yes", which disability or disabilities do you consider yourself to have?	
Learning Disability	
Mental Health Disability	
Physical disability or impairment	
Sensory disability or impairment	

Do you consider yourself to be Neurodivergent?			
Yes		No	
Prefer not to state			

Have you used a mental health service in the last 12 months?			
Yes		No	
Prefer not to state			

Have you ever used a Touchstone Service?			
Yes		No	

How did you hear about this vacancy?			
Another Organisation (please specify)		Leeds City Council Website	
Charity Job Website		LinkedIn	
CV Library		NHS Jobs Website	
DIVA Bradford		Nova Website	
Doing Good Leeds		Wakefield Council Website	
EIDA		University Website	
Indeed Website		Touchstone Website	
Jobsite		Word of Mouth	
Newspaper		Careers Fair (please specify)	
Internally (please specify)		Other (please specify)	
Further Information:			