

**Women in Prison**

2nd Floor, Elmfield House

5 Stockwell Mews

London SW9 9GX

Tel: 020 7359 6674

Registered Charity No: 1118727

**Application Form**

Application for the position of: Click here to enter text.

Where did you see this job advertised? Click here to enter text.

If appointed, when would you be able to start? Click here to enter a date.

**Personal Details**

|  |  |
| --- | --- |
| First name: Click here to enter text.  Last name: Click here to enter text.  Telephone: Click here to enter text.  Email: Click here to enter text. | Address:  Click here to enter text. |

**References**

Please give details of two referees, one of whom must be your present or most recent employer or equivalent (e.g., academic tutor or teacher) and the other (if possible) relating to relevant employment. References will not be taken up before selection.

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| **Reference 1**  Name: Click here to enter text.  Address: Click here to enter text.  Email: Click here to enter text.  Phone: Click here to enter text.  Relationship: Click here to enter text. | **Reference 2**  Name: Click here to enter text.  Address: Click here to enter text.  Email: Click here to enter text.  Phone: Click here to enter text.  Relationship: Click here to enter text. |

**Disabled Applicants**

Is there any special provision which you require to ensure that you receive a fair selection interview?

Yes  No  If yes, please specify: Click here to enter text.

**Training and Education**

Please outline what formal education, vocational or professional qualifications and short course training you have undertaken which are relevant to the post.

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| **Date** | **Examinations/Qualifications/Training Courses** |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |

**Voluntary Work**

Please outline any voluntary work you have done in the past or are involved in currently which is relevant to the post.

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| Organisation: Click here to enter text. | Date from: Click here to enter a date. | Date to: Click here to enter a date. |
| Type of work: Click here to enter text. | | |
| Organisation: Click here to enter text. | Date from: Click here to enter a date. | Date to: Click here to enter a date. |
| Type of work: Click here to enter text. | | |
| Organisation: Click here to enter text. | Date from: Click here to enter a date. | Date to: Click here to enter a date. |
| Type of work: Click here to enter text. | | |

**Employment History**

Please provide details of your present or most recent employment.

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| Employer’s name:  Employed from:  Employed to:  *(if applicable)*  Most recent salary: | Address: |
| Job title: | |
| Brief description of main tasks and responsibilities: | |
| Reason for leaving this post: | |

Please provide details of your previous employment.

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| --- | --- | --- |
| Name of employer: | Date from: | Date to: |
| Job title: |
| Main tasks and responsibilities: | | |
| Name of employer: | Date from: | Date to: |
| Job title: |
| Main tasks and responsibilities: | | |

**Personal Statement**

What relevant skills, abilities and experience would you bring to this post?

Please outline in **no more than 2,000 words**. Be as specific as possible and ensure that your response relates to the requirements of the job, as outlined in the person specification and job description. You may continue on separate sheets if necessary.

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| Click here to enter text. |

**Declaration**

Please note: If any information given by you in this application is later found to be false or if you wilfully suppress any relevant facts, you may be dismissed.

*I declare that to the best of my knowledge and belief, the information I have given on this form is correct.*

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| Signed: Click here to enter text. | Date: Click here to enter a date. |

**Checklist**

I have completed and returned under separate cover the Equal Opportunities Monitoring Form.

Yes  No

Women in Prison is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. The information you provide on this form is voluntary and will be used for statistical purposes only. It is confidential and will not be shared with the recruitment panel.

Thank you for taking the time to complete this form.

**Post applied for:**

**Where did you see this post advertised?**

**Are you an internal or external candidate?**

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| 1. **Age**   What is your age group?  🞏 17 🞏 18-25 🞏 26-35 🞏 36-49 🞏 50-64 🞏 65+ 🞏 Prefer not to say |

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| 1. **Disability**   Under the Equality Act 2010, a person is considered to have a disability if they have a physical or mental impairment that has a s**ubstantial**and**long-term** negative effect on their ability to carry out normal day-to-day activities.  Do you consider yourself to have a disability? 🞏 Yes 🞏 No 🞏 Prefer not to say  If yes please tick all that apply:  🞏 A physical disability 🞏 A learning difference/disability (e.g. dyslexia)  🞏 Chronic/long term health condition 🞏 A visual disability 🞏 A hearing disability  🞏 A mental health condition 🞏 Other (please specify) ………………………  Please note, information provided in this form is for monitoring purposes only. If you require reasonable adjustments, at any stage during the recruitment process, please contact [recruitment@wipuk.org](mailto:recruitment@wipuk.org) / 0207 359 6674. |

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| 1. **Sex**   🞏 Female 🞏 Male 🞏 Prefer not to say |

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| 1. **Gender Identity**   Does your gender identity correspond to your birth sex? 🞏 Yes 🞏 No 🞏 Prefer not to say |
| 1. **Ethnicity**   Please tick the category that you feel best describes your ethnicity:  **Asian or Asian British Black or Black British**  🞏 Bangladeshi 🞏 African  🞏 Chinese 🞏 Caribbean  🞏 Indian 🞏 Any other Black background (please specify)  🞏 Pakistani ………………………………………….  🞏 Any other Asian Background (please specify)  ………………..………………..  **Shared Heritage White**  🞏 White and Asian 🞏 British  🞏 White and Black African 🞏 European  🞏 White and Black Caribbean 🞏 Irish  🞏 Any other shared heritage (please specify) 🞏 Any other White background (please specify) ………………..……………….. …………………………………………..  **Other Ethnic Background**  🞏 Arab  🞏 Gypsy/Roma/Traveller (please specify) ………………..………………..  🞏 Any other ethnic group (please specify) ………………..………………..  🞏 Prefer not to say |

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| 1. **Religion or Belief**   How would you describe your religion or belief?  🞏 Buddhist 🞏 Christian 🞏 Hindu 🞏 Jewish 🞏 Muslim 🞏 Sikh  🞏 Other (please specify) 🞏 None (secular/agnostic/atheist) 🞏 Prefer not to say  ………………………………. |

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| 1. **Sexuality**   How would you describe your sexuality?  🞏 Bisexual 🞏Gay 🞏Heterosexual 🞏Lesbian 🞏Other (please specify) 🞏 Prefer not to say |

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| 1. **Contact with Women in Prison**   Have you ever been in prison? 🞏 Yes 🞏 No 🞏 Prefer not to say  Have you had previous contact with Women in Prison as a service user? 🞏 Yes 🞏 No 🞏 Prefer not to say |