**APPLICATION**

Please complete the application form digitally. We *do not* accept hand written applications.

We are committed to operating within the legal framework of the Equality Act 2010. As our organisation qualifies for an exemption under **Section 9** of the Act, we **only recruit female candidates** for this role. This exemption is applied lawfully and in accordance with the specific occupational requirements of our organisation.

**Applicant Statement (please confirm)**

This job application is entirely composed by me, without the use of any artificial intelligence tools to generate content. I believe in presenting my unique skills and experiences authentically, and all information provided here is a true reflection of my qualifications.

**POSITION APPLIED FOR: Finance Operations Lead**

Sites (if known) Remote

Basildon Main Office  Harlow Office  Basildon Refuge

Thurrock Refuge  Grays Refuge  All Sites  Unknown

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** |  |
| Surname: |  |
| First name: |  |
| Title: |  |
| National insurance number: |  |
| Address: |  |
| Postcode: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| E-mail address: |  |
| Are you eligible to work in the UK? Check box if **yes** |  |
| Do you hold a UK driver’s licence? Check box if **yes** |  |
| If yes, do you have any points or convictions against you? Check box if **yes** |  |

Changing Pathways is exempt from the **Rehabilitation of Offenders Act 1974** (ROA). This means we can request disclosure of both **spent and unspent** convictions during recruitment.

Are you subscribed to the DBS (Disclosure ad Baring Service) update Service?

Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  Please state all jobs you have held in the last 10 years only | |  | |
| PRESENT EMPLOYMENT |  | |
| Name of employer: |  | |
| Address: |  | |
| Postcode: |  | |
| Job title: |  | |
| Dates of employment: |  | |
| Salary: |  | |
| **Job duties and responsibilities** |  | |
| Reason for leaving: |  | |
| PREVIOUS EMPLOYMENT: |  | |
| Name of employer: |  | |
| Address: |  | |
| Postcode: |  | |
| Job title: |  | |
| Reasons for leaving: |  | |
| **Job Duties/ Responsibilities** |  | |
| Reason for leaving: |  | |

Please add other jobs by copying and pasting the above form.

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATIONS** |  |  |  |
| Institution: | County/Country: | Qualification: | Start and end dates: |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **APPLICATION QUESTIONS** |  |
| Why do you want to work at this Charity? **(Word Limit 500)** |  |
| Briefly outline your skills and experiences that make you a good fit for this role: **(Word Limit 500)** |  |
| What is your biggest professional achievement so far? **(Word Limit 300)** |  |
| Looking at our PROUD values, how do your own values align with these?  **(Word Limit 300)** |  |

Applies to roles sited in Refuge only:

Are you able to lift/carry heavy objects? Yes  No

Are you able to walk up more than one flight of stairs? Yes  No

|  |  |
| --- | --- |
| **REFERENCES** |  |
| First and last name: |  |
| Organisation: |  |
| Relationship: |  |
| E-mail address: |  |
| Contact number: |  |
| First and last name: |  |
| Organisation: |  |
| Relationship: |  |
| E-mail address: |  |
| Contact number: |  |

**Declaration:**

Do you know an existing staff member of Changing Pathways Yes  No

If yes, what is the relationship?

Relative

Friend

Former co-worker

Other

|  |
| --- |
| Please state: |

Please complete the attached EDI Information

Please email the completed application form and EDI Monitoring form by the closing date to [taniaceo@changingpathways.org](mailto:taniaceo@changingpathways.org)

Interviews will occur within 4 weeks of the closing date. Are you aware of any dates you will be unavailable? – please state:

Do you require any reasonable adjustments or accommodations to ensure an inclusive interview process? – please state:

Interviews are held in person and will be held at one of sites.

**CANDIDATE EDI MONITORING FORM**

We are committed to fostering an inclusive and diverse workplace where everyone is treated fairly and equitably. Collecting Equality, Diversity, and Inclusion (EDI) information helps us to:

1. Monitor Diversity: Understand the diversity of applicants and employees to ensure our recruitment processes are inclusive and accessible.
2. Identify Barriers: Identify and address any potential barriers to underrepresented groups within our organization.
3. Comply with Legal Requirements: Meet obligations under equality and anti-discrimination laws, promoting fairness and transparency in hiring.
4. Improve Policies and Practices: Use anonymized data to shape strategies and initiatives aimed at improving equity and representation across our workforce.

Providing this information is entirely voluntary, and your responses will be kept strictly confidential, used solely for statistical and monitoring purposes, and will not affect your application in any way.

**Sex and gender identity**

**What is your sex?**

Female  Male  Prefer not to say

**Is the gender you identify with the same as your sex registered at birth?**

Yes ☐    No ☐  Prefer not to say ☐

If the gender you identify with is not the same as your sex registered at birth, please write in:

**Age** 16-24 25-29  30-34  35-39 40-44  45-49

50-54 55-59  60-64  65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say \* Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes\* No \* Prefer not to say \*

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided  Prefer not to say

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours

Annualised hours  Job-share  Flexible shifts  Compressed hours

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say