The Howard League for Penal Reform 1 Ardleigh Road, London, N1 4HS

Tel: 020 7249 7373

[info@howardleague.org](mailto:info@howardleague.org)

Application Form

## Please expand the boxes throughout the form as necessary.

### Post Applied for:

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Last Name:** |  |
| **First Name(s):** | |  | |

|  |  |  |
| --- | --- | --- |
| **Address:** |  | |
|  | | |
|  | | |
| **Postcode:** |  | |
| **Home Telephone Number:** | |  |
| **Mobile Telephone Number:** | |  |
| **E-mail address:** | |  |

**Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Study Dates** | **Qualification and Grade** | **Date Obtained** |
|  |  |  |  |
| **College/University (If applicable)** | **Study Dates** | **Qualification and Grade** | **Date Obtained** |
|  |  |  |  |

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application whether complete or currently in progress. Please expand boxes as necessary

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
|  |  |

# Employment History (paid and voluntary)

## Employment History

|  |  |  |
| --- | --- | --- |
| **Employer Name, Location** | **Dates** | **Position Held** |
|  |  |  |
|  |  |  |

**Tell us how you meet the personal specification for the role**

**Please use the boxes below to demonstrate your skills and experience in each of the essential criteria. Please expand the boxes as necessary.**

Excellent administration skills, organised and efficient with an eye for detail:

Able to manage own workload, plan and prioritise:

Able to work well collaboratively as part of a team:

Able to draft and present information clearly, accurately and appropriately in a variety of formats (e.g. letters, emails, reports):

Strong customer service and interpersonal skills, able to respond to enquiries/queries by phone, letters, email or in person:

Accurate data entry ensuring data quality and accuracy:

Computer literate with experience in using a range of office software packages (including MS Office 365):

Facilities management experience (including knowledge of Health & Safety):

Experience of working in voluntary organisations:

Experience of working with governance committees:

Experience of database management (including GDPR compliance):

**Please share your motivating factors in applying for the role as Operations Coordinator at the Howard League for Penal Reform:**

**References**

Please give the names and addresses of two people we can contact for references, to whom you should not be related. One of these must be an employer reference. References will be taken up if you commence employment with us.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Referee 1** | | |  | **Referee 2** | | |
| **Name** |  | | **Name** |  | |
| **Position held** |  | | **Position held** |  | |
| **Organisation** |  | | **Organisation** |  | |
| **Dates Employed** | **From:** | **To:** | **Dates Employed** | **From:** | **To:** |
| **Work relationship** |  | | **Work relationship** |  | |
| **Address** |  | | **Address** |  | |
| **Telephone Number** |  | | **Telephone Number** |  | |
| **Email** |  | | **Email** |  | |

# Eligibility to Work in the UK

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you eligible to work in the UK?** | | **Yes** | | **No** | |
| All employees must provide original specified documents to the company to confirm they have the right to work in the UK to comply with the Immigration, Asylum and Nationality Act 2006.  Are you legally entitled to work in the United Kingdom and, if offered the position, can produce one of the following documents from the list below?   * A UK passport * A UK residence permit issued by the Home Office * An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment   **Or** two from the following:   * An official document bearing a national insurance number along with a birth certificate, or letter from the Home Office, or an immigration status document * A work permit, along with a passport, or a letter from the Home Office.   In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question. | | | | | |
| **Signed** |  | | **Date** | |  |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given on this form is true and accurate to the best of my knowledge. | | | |
| **Signed** |  | **Date** |  |

**Submitting your application**

|  |  |
| --- | --- |
| By Hand or Post: HR Department  Howard League for Penal Reform 1 Ardleigh Road  London N1 4HS  **(please ensure correct postage)** | By email: [info@howardleague.org](mailto:info@howardleague.org)  Enquiries: Telephone: 020 7249 7373 |

**Diversity Monitoring**

At the Howard League we are committed to recruiting staff from all walks of life and who reflect the diverse communities we serve.

To do this we need your help in filling out a short monitoring form. The information you provide will help support us ensure that our recruitment processes are fair to all and to ensure that we have a diverse pool of talented candidates. You can select "prefer not to say" if you would rather not answer any question.

This form will be separated from your application on receipt and the information you provide on this form will not be seen by anyone who will short list or interview candidates. It will be stored confidentially and will be destroyed once the anonymised data for this recruitment exercise has been collated.

The form should only take a few minutes to complete.

Thank you in advance for your support.

|  |
| --- |
| **Position Applied for:** |
| **Where did you see the post advertised? :** |

## What is your gender?

Male

Female

Non-binary

I Prefer not to say

I self-identify as ­­­­­

## Disability

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes

No

I Prefer not to say

If you have answered yes to the question above, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Yes, a lot

Yes, a little

No

## Ethnicity

### Please choose one of the following options that most accurately describes your ethnic group

### or background.

### White

English/Welsh/Scottish/

Northern Irish/British

Irish

Gypsy or Irish Traveller

Any other White

background, please describe

### Mixed/multiple ethnic groups

White & Black Caribbean White & Black African White & Asian

Any other Mixed/multiple ethnic background, please describe

### Asian/Asian British

Indian Pakistani Bangladeshi

Chinese

Any other Asian

backgound, please describe

### Black African/Caribbean/Black British

African

Caribbean

Any other Black/African/Caribbean

background, please describe

### Other ethnic group

Arab

Any other ethnic group,

please describe

### I prefer not to say

1. **Age**

### What was your age group at your last birthday?

16 to 24

25 to 34

35 to 44

45 to 54

55 to 64

65 to 74

75 to 84

85 and over

I prefer not to say

1. **Sexual orientation**

Bisexual

Gay or lesbian

Heterosexual

Other

I prefer not to say

1. **Religion or belief**

### Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

No religion or atheist

I prefer not to say