

Application for the post of: Manager: Criminal Justice Services

**Please return this form to:** [anna@birthcompanions.org.uk](mailto:anna@birthcompanions.org.uk)

**Closing date for applications: 5pm on 26th August, 2025**

**Confirmation of selection for Interview:** We are aiming to let candidates know if they have been invited for interview no later than **Friday 19th Sept**

**Interview dates:** Interviews will be conducted via Teams between **9am and 5.30pm on Thursday 25th September**

Please let us know on your application form if you have any reason that might make it difficult for you to attend an online interview.

It is of utmost importance to us that the application process is accessible to all, and we appreciate that completing the form might be a barrier for some people. If you require adjustments during the application process or are shortlisted, and have any particular access or other requirements, please contact Anna Wise on 07786133636, who will be pleased to discuss this with you.

**Please complete all questions as fully as possible.**

*We can only shortlist you on the information you provide on this form,* ***please do not submit any other documents or CVs*** *– any information submitted that is not part of this application form will not be taken into consideration during shortlisting.*

1. **Have you read the full job description, including the information about location and submitting your application – please confirm:** Yes / No
2. **Personal Details**

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| --- | --- | --- | --- | --- |
| First Name/s |  | Surname |  | |
| Home Address |  | | | |
|  | | Postcode |  | |
| Email Address |  | | | |
| *Please provide the following contact numbers on which we may contact you with discretion* | | | | |
| Mobile Telephone |  | Home Telephone | |  |

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| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  (please delete as appropriate)   * NO, I am legally entitled to work in the UK without restrictions.      * YES, If yes, detail below |

1. **References**

Please give the details of at least **two** employment referees that will be able to comment on your employment over the last five years.

One of which should be your present or most recent employer (paid or voluntary work).

These should not include relatives or purely personal friends.

We will not take up references without your permission, or before interview.

A formal offer of Employment can only be made once we have received satisfactory references.

|  |  |
| --- | --- |
| Name:  Job Title:  Organisation:  Address:  Telephone:  Email:  Relationship: | Name:  Job Title:  Organisation:  Address:  Telephone:  Email:  Relationship: |

If you were offered this position, how soon would you be able to start?

1. **Employment History**

Please give details of your employment history starting with your present/last employer.

Continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| **Dates From/To** | **Employer Name** | **Position held,**  **brief description of**  **duties & details of last salary** | **Reason for Leaving** |
|  |  |  |  |

1. **Other relevant work/experiences**

|  |  |
| --- | --- |
| **Date/s:** | **Nature of Activity:** |
|  |  |

1. **Education & training**

Please list any relevant education, qualifications and/or training, **starting with the most recent.**

|  |  |  |
| --- | --- | --- |
| **Name of school, college, University or training organisation** | **Details of course & qualification** | **Grade (if applicable)** |
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1. **Additional information**

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| Please read the accompanying Job Description and PersonSpecification carefully and use the space to below to explain how you think you fulfil each of the criteria on the person specification for this post. Please giving examples and include any lived experience where relevant.  Your answers on this section will be used for anonymised scoring and shortlisting candidates for interview so **it is important to include as much detail as possible** and to address each of the criteria in turn. |

1. **General information**

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| --- |
| **Availability**  Are you available to attend interview for approx. 1.5 hours by Teams on **9am and 5.30pm on Thursday 25th September**  – slots will be allocated randomly  Yes/ No  Please indicate if you prefer morning or afternoon and we will do our best to accommodate you |
| What is the notice required in your present post? |
| Is your present post your sole regular employment? Yes / No |

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| **Advertising**  Where did you see the advertisement for the post? |

1. **DECLARATION**

Please complete the following declaration and sign it below.

I hereby certify that:

* All the information given by me on this form is correct to the best of my knowledge
* All questions relating to me have been accurately and fully answered
* I possess all the qualifications that I claim to hold
* I have read and, if appointed, am prepared to accept the conditions set out in the job description.

I am aware that any false, incomplete or misleading statements may lead to dismissal.

Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential.  We only collect your personal details so that we can consider your application for employment with us and we will not use your personal information for any other reason. We will not pass on your information to anyone outside of Birth Companions unless legally required to do so. You can also see a copy of our Privacy policy on our website www.birthcompanions.org.uk/privacy-policy

**Signed (printed is acceptable)**

**Date:**

*Please continue to next page and complete the Self Declaration Form*

**Self-Declaration Form**

Any information will be kept confidential and will be considered only in relation to the post you are applying for.

The role you have applied for involves regular contact with vulnerable adults and Children and any offer of employment will be subject to the completion of an Enhanced DBS (Disclosure and Barring Service) Check.

Failure to disclose any information relating to criminal convictions or cautions (or any alleged offences against you) may result in the withdrawal of an offer of employment or where employment has commenced, dismissal without notice. You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.

(If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service)).

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place.

We are an organisation that values lived experience and having a conviction will not bar people from applying or being offered a role unless it would prevent them from carrying out their duties for example visiting a prison where they are delivering services

Any role that requires regular work within a prison will also require the candidate to go through Ministry of Justice security clearance.

If you have any concerns or would like to discuss something in confidence please contact anna@birthcompanions and she can arrange for you to speak confidentially with our Community Services manager

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| --- | --- | --- |
| ***Name:*** | |  |
| Have you ever been known to any Children’s Services department as being a risk or potential risk to children? | YES / NO  *(if Yes, please provide further information below)* | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about  your behaviour towards children? | YES / NO  *(if Yes, please provide further information)* | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended? | YES / NO  *(if Yes, please provide further information)* | |

**Privacy Notice**

Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential. We only collect your personal details so that we can process your application for a staff role at Birth Companions. We will not share the information provided by you on this application form with anyone outside of Birth Companions unless legally required or as is necessary for you to take up employment with us.

If you would like to know more about how we store your information please let us know and we will be happy to discuss this with you.

**BIRTH COMPANIONS’ MONITORING FORM**

To ensure that Birth Companions provides an equal service and follows good practice, we monitor the characteristics of those who apply to work with us. These characteristics, listed below are protected in the Equality Act 2010. Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential. We only collect your personal details on this form so that we can produce statistics about our work which are required by our funders; we will not use the information on this form for any other reason. If you would like to know more about how we store your information, please let us know and we will be happy to discuss this with you.

**This form will be separated from your main application before being reviewed by our shortlisting panel, it will be stored anonymously**

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| 1. **What is your ethnic origin?** *Please note this is a standard list that we recognise is not exhaustive.* | | | |
| **Black British** |  | **White British** |  |
| **African** |  | **White Irish** |  |
| **Caribbean** |  | **White Eastern European** |  |
| **Other Black background – please specify** | | **Other White background please specify** | |
| **Asian British** |  | **White and Black Caribbean** |  |
| **Bangladeshi** |  | **White and Black African** |  |
| **Chinese** |  | **White and Asian** |  |
| **Indian** |  | **Any other mixed background** |  |
| **Pakistani** |  | **Prefer not to say** |  |
| **Other Asian background - please specify** | | **Other** *-* **please specify** | |

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| 1. **How old are you?** | | | | | | | | | |
| **18 and under** |  | **19 – 21** |  | **22 – 34** |  | **35 - 44** |  | **45 – 54** |  |
| **55 – 64** |  | **65 – 74** |  | **75 and over** |  | **Prefer not to say** | | |  |

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| 1. **Marriage and Civil Partnership:** | | | | | |
| **Married (Includes registered Civil Partnerships)** |  | **Not married (includes couples who live together)** |  | **Prefer not to say** |  |

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| 1. **Sexual orientation: Do you identify as:** | | | | | |
| **Gay or Lesbian** |  | **Straight** |  | **Bisexual** |  |
| **Other** |  | **Prefer not to say** | | |  |

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| 1. **Sex: Which of the following describes your sex at birth?** | | | | | |
| **Female** |  | **Male** |  | **Prefer not to say** |  |

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| 1. **Gender: Are you transgender?** | | | | | |
| **Yes** |  | **No** |  | **Prefer not to say** |  |
| **Not applicable** |  |  | | | |

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| 1. **Pregnancy/Maternity: Are you/have you:** | | | | | |
| **Pregnant** |  | **Given birth in the last six months** |  | **Neither** |  |
| **Prefer not to say** |  |  | | | |

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| 1. **What is your religion or faith?** | | | |
| **Buddhist** |  | **Christian** |  |
| **Hindu** |  | **Jewish** |  |
| **Muslim** |  | **Sikh** |  |
| **None** |  | **Other** *(specify below if you wish)* |  |
| **Prefer not to say** |  |  | |

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| 1. **Do you consider yourself to have a disability?** | | | | | |
| **Yes** |  | **No** |  | **Prefer not to say** |  |

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| 1. **Do you consider yourself to have a long-term health issue, this can include your mental health?** | | | | | |
| **Yes** |  | **No** |  | **Prefer not to say** |  |

**Date:**