All correspondence to:

**The Breastfeeding Network**

**PO Box 11126, Paisley PA2 8YB**

Admin Tel: 0844 412 0995

e-mail: hrrecruitment@breastfeedingnetwork.org.uk

www.breastfeedingnetwork.org.uk

Private and Confidential
Application for Employment

Please complete this application form and check it carefully before returning it by email to **HRRecruitment@breastfeedingnetwork.org.uk**

Please note that questions marked with an asterisk \* are mandatory and therefore must be answered.

At each stage, the recruitment panel will consider your skills and experience against the defined criteria detailed in the job description and person specification for the role.

Application forms are anonymised for shortlisting and sections with purple headings will only be passed to the selection panel if you are shortlisted for interview. The central recruitment team may also need to confirm your right to work in the UK before progressing your application.

# Job Details

|  |  |
| --- | --- |
| \*Job Title |  |
| \*Job Reference |  |
| Where did you first see this job advertised? |  |

# Personal Details

|  |  |
| --- | --- |
| \*Last Name/ Surname |  |
| \*First Names |  |
|  Title |  |
| \*Address |  |
| \*Postcode |  |
| \*Country |  |
| \*Preferred contact telephone number |  |
| Mobile telephone number |  |
| \*Email Address |  |



**To talk to a mum who knows about breastfeeding call the National Breastfeeding Helpline 0300 100 0212**

*Calls to 0300 numbers cost no more than calls to UK numbers starting 01 and 02 and will be part of any inclusive minutes that apply to your provider and call package.*

*The Breastfeeding Network is a Company Limited by Guarantee Registered in Scotland Company No. 330639*

*Registered office Whitelaw Wells, 9 Ainslie Place, Edinburgh, EH3 6AT*

*The Breastfeeding Network is a Registered Scottish Charity No SC027007*

# Right to work in the UK

|  |
| --- |
| \*Are you a United Kingdom national? |
| [ ]  Yes [ ]  No  |
| \*If you are not a UK National, are you an EU or EEA national?[ ]  Yes [ ]  No [ ]  Settled status [ ]  Pre-settled status [ ]  Have not applied for settled or pre settled status**Please note that we may need to verify your status on the government website prior to progressing your application.** * Please provide your: Share code: and Date of birth:
 |
| If you are not a UK national, an EU or an EEA national, please select the category that relates to your current immigration status. This status will be subject to checking before interview.  |
| [ ]  HSMP/Tier 1 [ ]  Indefinite Leave to remain/enter [ ]  Work Permit/Tier 2 [ ]  Tier 5 Temporary Workers [ ]  Dependant / Spouse visa [ ]  Working Holiday Visa/Tier 5 Youth Mobility[ ]  Refugee[ ]  Student [ ]  Visitor [ ]  Other, please specify below: |
| Please supply details of any visa currently held, including number, start/expiry dates and details of any restrictions.  |
| Visa No: |  |
| Start Date (DD/MM/YY): |  |
| Expiry Date (DD/MM/YY): |  |
| Details of Restriction: |  |
| Does your visa have a condition restricting employment or occupation in the UK? |
| [ ]  Yes [ ]  No |

# Reasonable Adjustments

|  |
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| If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview? |
| [ ]  Yes [ ]  No |
| If yes, please supply details below: |
|  |

# Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become ‘spent’.

During the rehabilitation period, convictions are referred to as ‘unspent’ convictions and must be declared to employers.

Some posts are exempt from the Rehabilitation of Offenders Act 1974. These will be identified on the job advertisement and job description. For these exempt posts you are required to declare any convictions, cautions, reprimands and final warnings that are not “protected” (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. You DO NOT need to declare any spent convictions at this [application] stage however, if the post applied for requires an Enhanced DBS check or PVG to work with children and adults, you will be asked to declare any convictions that are not “protected” as defined above.

Before you can be considered for appointment with the Breastfeeding Network we need to be satisfied about your character and suitability.

The BfN aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, marital status, religion, disability, sexual orientation, age or belief.

The BfN undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

**Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.**

|  |  |
| --- | --- |
| \*Have you any unspent criminal convictions or bindovers, or any cautions, warnings or reprimands since your last DBS / PVG disclosure? | [ ]  Yes [ ]  No |
| If yes, please give details |
|  |
| Do you already hold a current DBS/PVG certificate with the Breastfeeding Network? |
| [ ]  Yes [ ]  No |

# Relationships

|  |
| --- |
| If you are related to a director, or have a relationship with a director or employee of The Breastfeeding Network, please state the relationship. |
|  |

# \* DECLARATION

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

|  |
| --- |
| I agree to the above declaration |
| Signature |  |
| Name |  | Date |  |

# References

Please give the details of two people who have agreed in advance to act as a referee for you.

* Referees should hold a position of responsibility and be able to comment on your work experience, competence, personal qualities and suitability for the post.
* Referees must not be related to you.
* One referee should know you in a work capacity and be your current or most recent employer.
* 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 had previous employment, then you should seek a reference from your last known employer or a personal reference from a person of some standing within your community i.e. doctor, solicitor, MP etc.
* A maximum of one referee can be from the Breastfeeding Network.

If you have any difficulties providing the contact details of two referees please contact recruitment@breastfeedingnetwork.org.uk for guidance and help.

# Referee 1 Please provide email addresses where possible as this reduces paper usage and preserves valuable BfN funds.

|  |  |  |  |
| --- | --- | --- | --- |
| \*Surname/Family name |  | First Name |  |
| Title |  |
| Job Title |  |
| Email |  |
| Address |  |
| Post Code |  | \*Country |  |
| Telephone |  |
| \*Relationship |  | \*Can the referee be contacted prior to interview? | [ ]  Yes [ ]  No |

# Referee 2 Please provide email addresses where possible as this reduces paper usage and preserves valuable BfN funds.

|  |  |  |  |
| --- | --- | --- | --- |
| \*Surname/Family name |  | First Name |  |
| Title |  |
| Job Title |  |
| Email |  |
| Address |  |
| Post Code |  | \*Country |  |
| Telephone |  |
| \*Relationship |  | \*Can the referee be contacted prior to interview? | [ ]  Yes [ ]  No |

# Employment Details

Please give details below of your current or most recent employment

|  |  |
| --- | --- |
| Employer name |  |
| Address |  |
| Job Title |  |
| Grade and current salary / wage |  |
| Start date |  | End date |  |
| Period of notice (if still employed) |  |
| Reason for leaving (if applicable) |  |
| Description of your duties and responsibilities in this job role |
|  |

# Previous Employment

Please record below the details of any previous employment, including paid work, unpaid placements and voluntary work starting with the most recent first. Please add additional rows to this table if you need to.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | Job Title | Date From | Date To | Duties and Responsibilities | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Education

Please tell us below about your education and training with any qualifications below and/or any other subjects currently being studied. Please note you may be asked to provide certificates to verify the information detailed in this section. Please add additional rows to this table if you need to.

|  |  |  |
| --- | --- | --- |
| School / College / University  | Subject / Qualification | Grade / result |
|  |  |  |
|  |  |  |
|  |  |  |

# Other Qualifications

|  |  |  |
| --- | --- | --- |
| Awarding Body  | Subject / Qualification | Grade / result |
|  |  |  |
|  |  |  |
|  |  |  |

# Training Courses Attended

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking. Please add additional rows if you need to.

|  |  |  |
| --- | --- | --- |
| Course Title | Training Provider | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

# Conflicts of Interest

At BfN, we welcome applicants from all backgrounds and encourage applications to our vacancies from all of those with relevant experience. Through our recruitment process we have to ensure that all Conflicts of Interest are managed using the guidance from our ‘[Conflict of Interest’](https://www.breastfeedingnetwork.org.uk/wp-content/2023-PermaLinks/COI_Policy_and_Guidelines.pdf) policy. It is the responsibility of all individuals at BfN or applying to work within BfN to identify and seek to manage any possible conflict of interest whether it be through a paid role or a volunteer role. In order to manage any conflicts of interest, we request that you declare on your application form any potential conflicts as well as any relationships (family, personal) which you may have with directors, board members and other staff or volunteers. We will also be actively looking on Social media and the wider web to ensure that your public information is not conflicting with any views of the BfN, or seen to be negatively impacting the reputation of us as an organisation.

|  |
| --- |
| If you work of volunteer with families for services or products relating to pregnancy, birth or early years, you must disclose this below. It is important to keep different roles separate from potential work within BfN. You may be asked for further details prior to or at interview. More information is available at this link in documents relating to the Code of Conduct: www.breastfeedingnetwork.org.uk/governance  |
|  |

# Relationships

|  |
| --- |
| If you are related to a director, or have a relationship with a director or employee of The Breastfeeding Network, please state the relationship. |
|  |

# Volunteering Experience

Please give details below of any volunteering experience you have, with dates and details of organisation, post and duties.

|  |
| --- |
|  |

# Supporting Information

Please tell us why you want to apply for this job and provide examples to demonstrate how you meet each of the criteria in the Person Specification for this job role. You may add additional pages if necessary.

|  |
| --- |
|  |