**CONFIDENTIAL**



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| **APPLICATION FORM**  **LONDON TRAVELWATCH** |

For the post of: **Policy Officer (part-time, fixed term)**

Closing date:  **Monday, 29 May 2017**

Interview date:  **Week commencing 12 June 2017**

This form will be photocopied. Please use black ink.

**Applicants must complete this application form – CVs alone will not be accepted.**

**Personal Information**

Surname (Block letters) Title

Forenames (In full) Home tel. number

Address (including postcode) Mobile tel. number

Day contact number

Email

**Career History**

Please give details of your previous employment starting with the most recent. Please account for any gaps in your employment history (including unemployment).

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**Employer’s name, address Dates Position held and brief**

**and type of business From / To description of responsibilities**

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**Current / or most recent employment:**

Present salary:

Notice required / reason for leaving**:**

**Previous: Dates Position held and brief**

Please list in order **From / To**  **description of duties**

starting with the most recent.

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**Education, Training and Qualifications**

Please give details of educational qualifications you have obtained from school, college or university. Short listed candidates will be expected to provide proof of qualifications obtained.

**Name of School, University, Examinations taken/to be taken**

**College, or other institution and qualifications obtained**

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**Training and Development**

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| Please give details of any relevant training (other than that identified above) |
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**Special Qualifications / Membership of Professional Organisations**

Have you any special qualifications, work experience or skills (e.g. IT skills, membership of professional organisations, voluntary work, etc.). Please give details below.

**General Experience and Additional Information**

Please tell us how you meet the requirements of the skills and competencies listed for this post (see page two of the Job Description).

In support of your application, you may include such information as the experience and knowledge gained from your current and previous employment, voluntary work, leisure interests and any other activities you consider relevant to this post.

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| 1. Broad knowledge of London’s current public transport systems and organisations, from a consumer standpoint, and of issues which arise for users |
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| 1. Understanding of public policies and planning processes, transport and population geography, and how equalities and accessibility issues affect these. |
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| 1. Experience of conducting research projects/surveys and working knowledge of statistics. |
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| 1. Evidence of effective analytical skills. |
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| 1. Excellence in communication skills, the ability to communicate successfully at all levels and to influence policy decisions |
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| 1. Evidence of building and maintaining effective working relationships with colleagues, stakeholder / liaison organisations and the ability to build alliance and consensus. |
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| 1. Understanding and respecting confidentiality, as well as commercial and political sensitivities. |
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| 1. Ability to participate well within a team and to work collaboratively with colleagues. |
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# Referees

We will take up the employment references from your current or most recent employer. Please provide the employer’s name and address as well as the name and address of the person who is authorised to give the reference (not a work colleague). Please also give the name and address of another person willing to act as a referee. This could be another employer or someone able to write a reference in support of your application. You should not provide the names of friends or relatives.

**Reference one: Reference two:**

**Organisation: Organisation:**

**Address: Address:**

**Referee’s name: Referee’s name:**

**Job title/relationship Job title/relationship**

**Tel. No: Tel. No:**

**Email address: Email address:**

**Eligibility to work in the United Kingdom**

Do you need a work permit to work in the UK? Yes No

**Availability**

Interviews will take place week commencing 3 June 2017

**Relationship**

Are any employees of London TravelWatch known to you? Yes No

If yes, please state the name of the employee(s) and your relationship.

**Declaration**

I confirm that the information provided on this application form is true and correct and that the information may be used for registration purposes under the Data Protection Act 1998.

I understand that deliberately giving false or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice. If you are returning this form electronically and unsigned, you will be bound by the declaration when London TravelWatch receives the electronic application.

**Signature of applicant**  **Date**

Please email your completed application form to: [vacancies@londontravelwatch.org.uk](mailto:vacancies@londontravelwatch.org.uk)

Alternatively, you can post your application to: Renee Marah, Business Support, London TravelWatch, 169 Union Street, London SE1 0LL.

**Please quote job reference PO/LTW on your application. Please note we will not accept CV’s - only completed application forms will be considered.**

## London TravelWatch Guidance Note - Equal Opportunity Monitoring

We need to know details about you for monitoring purposes. We want to ensure that disabled people and those from ethnic minority backgrounds are employed at all levels within the organisation. The information you provide in this questionnaire will remain **strictly confidential**.

## Guidance note 1

A **disabled person** is someone who has impairment, experiences externally imposed barriers or self-identifies as a disabled person. **Impairment** is a physical or mental condition of lacking all or part of a limb or having a defective limb, organ or mechanism of the body.

**Guidance note 2**

You are considered disabled under the Equality Act (2010) if you have a physical or mental impairment which has a substantial and long-term negative effect on your ability to do normal daily activities. Long-term means has lasted or is expected to last, for 12 months. Included in this definition are the following:

* Physical impairments (including asthma, diabetes, epilepsy etc)
* Sensory impairments such as hearing impairment or visual impairment (not corrected by glasses)
* Severe facial disfigurement
* Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection
* People who have had an impairment in the past but have since recovered (such as cancer, mental health issues)

**Guidance note 3**

Examples of **reasonable adjustments** are: making adjustments to the premises; allocation of work; being flexible about working hours; providing training; using modified equipment; making instructions and manuals more accessible; using a reader or interpreter; and appropriate supervision.

However there are no cut and dried rules because everyone’s circumstances are different. Ultimately, if a complaint was made against an employer under the Equality Act, an employment tribunal would decide whether any adjustments being considered were reasonable or not.

**Guidance note 4**

Please give details on the recruitment monitoring form of any particular requirements you may have if you are invited to attend the selection process. If you require a reasonable adjustment, a member of staff will contact you to discuss the requirements you have indicated.

If you have a disability and would prefer to submit your application form in an alternative format please contact Renee Marah on 0203 176 2999 or at [vacancies@londontravelwatch.org.uk](mailto:vacancies@londontravelwatch.org.uk) .

**London TravelWatch - Recruitment Monitoring Questionnaire (Confidential)**

**Name:**

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| Please complete this form to help us monitor the fairness of our recruitment procedures. Your answers will be treated in the strictest confidence and used only for statistical monitoring purposes. |

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| **Age** | 16-19 | 20-24 | | 25-29 | | | | 30-34 | | 35-39 | | 40-44 | | | | 45-49 | | 50-54 | | | 55-59 | | 60-64 | | 65+ | |
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| Gender | | Male | | | | | | |  | Female | | | |  | |  | | | | | | | | | | |
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| **Ethnicity – please tick one box to describe your ethnic group** | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Asian / Asian British | | | | Bangladeshi | | | | | | | | |  | | Indian | | | | | | | | | | |  |
|  | | | | Pakistani | | | | | | | | |  | | Any other Asian background | | | | | | | | | | |  |
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| Black / Black British | | | | African | | | | | | | | |  | | Caribbean | | | | | | | | | | |  |
|  | | | | Any other Black background | | | | | | | | |  | |  | | | | | | | | | | |  |
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| Chinese | | | |  | |  | | | | | | |  | | Kurdish | | | | | | | | | | |  |
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| Sikh | | | |  |  | | | | | | | |  | | Turkish | | | | | | | | | | |  |
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| White | | | | British | | | |  |  | | Irish | |  | | Any other White background | | | | | | | | | | |  |
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| Dual heritage | | |  | | (please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | |
| (Note “dual heritage” includes ethnic groups sometimes referred to as “mixed”) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Any other ethnic group | | |  | | (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | |
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| Faith / religion | | | | | | | Buddhist | | | | | | | |  | | Christian | | | | | | | | |  |
|  | | | | | | | Hindu | | | | | | | |  | | Jewish | | | | | | | | |  |
|  | | | | | | | Muslim | | | | | | | |  | | Sikh | | | | | | | | |  |
|  | | | | | | | None | | | | | | | |  | | Other (please specify) | | | | | | | | |  |
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| Sexuality | | | | | | | Bisexual | | | | | | | |  | | Heterosexual | | | | | | | | |  |
|  | | | | | | | Lesbian or gay man | | | | | | | |  | | Prefer not to answer | | | | | | | | |  |
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| **Disability** | | | | | | |  | | | | | | | |  | |  | | | | | | | | |  |
| Do you consider yourself to have a disability? | | | | | | | | | | | | | | |  | |  | | | Yes | |  | | No | |  |
| Do you meet the Equality Act definition of disability? | | | | | | | | | | | | | | | | | | | Yes | | |  | | No | |  |

If you answered yes, what arrangements, if any, would be needed if you are invited for an interview? **Please return the completed questionnaire with your application form.**