**APPLICATION FOR EMPLOYMENT**

**Upon completion please submit to:**

amanda@stophateuk.org

**EQUAL OPPORTUNITIES POLICY STATEMENT**

**These pages are detached prior to short-listing**

Stop Hate UK is committed to ensuring and promoting equality and diversity in all areas of activity and responsibility. It is the aim of the organisation to ensure that no employee, job applicant or client receives less favourable facilities or treatment on grounds of sex, marital status, disability, race, colour, socio economic status, nationality, ethnic origin, religion, gender identity, sexual orientation, dependents or age, or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified. The organisation wishes to see a workforce, which reflects the population and the communities with which we work.

The information provided on this section of the form assists the monitoring of this policy and will only be used for this purpose. (A full copy of the policy is available upon request.)

In order to assist us in checking that this policy is carried out, would you please provide the following information. You are under no obligation to supply the information in this section.

# Please note all information supplied will be handled accordingly, to comply with the General Data Protection Regulation’s (GDPR.)



Stop Hate UK is a Company Limited by Guarantee and Registered in England No 3293987. Registered Charity No 1062692.

|  |
| --- |
| **Gender** |
| Male | [ ]  |
| Female | [ ]  |
| Would you like to describe your gender in another way? If so, please state |  |
| Do you currently live in the gender you were given at birth? | Yes [ ]  No [ ]  |

|  |
| --- |
| **Age** |
| Under 26 | [ ]  |
| 26-50 | [ ]  |
| 51-65 | [ ]  |
| 66 and over | [ ]  |

|  |  |
| --- | --- |
| **Ethnicity** |  |
| **White** |  |
| English | [ ]  |
| Scottish | [ ]  |
| Welsh | [ ]  |
| Irish | [ ]  |
| Any other White background (please specify) |       |
|  |  |
| **Black** |  |
| Black British, Black English, Black Scottish or Black Welsh | [ ]  |
| Caribbean | [ ]  |
| African | [ ]  |
| Any other Black background (please specify) |  |
|  |  |
| **Mixed background** |  |
| White and Black Caribbean | [ ]  |
| White and Black African | [ ]  |
| White and Asian | [ ]  |
| Other mixed background (please specify) |       |
|  |  |
| **Asian** |  |
| Asian British, Asian English, Asian Scottish or Asian Welsh | [ ]  |
| Indian | [ ]  |
| Pakistani | [ ]  |
| Bangladeshi | [ ]  |
|  |  |
| **East and South East Asian** |  |
| Bruneian | [ ]  |
| Bruneian British, Bruneian English, Bruneian Scottish, Bruneian Welsh | [ ]  |
| Burmese  | [ ]  |
| Burmese British, Burmese English, Burmese Scottish, Burmese Welsh | [ ]  |
| Cambodian  | [ ]  |
| Cambodian British, Cambodian English, Cambodian Scottish, Cambodian Welsh | [ ]  |
| Chinese | [ ]  |
| Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | [ ]  |
| East Timorese | [ ]  |
| East Timorese British, East Timorese English, East Timorese Scottish, East Timorese Welsh | [ ]  |
| Hong Konger | [ ]  |
| Hong Konger British, Hong Konger English, Hong Konger Scottish, Hong Konger Welsh | [ ]  |
| Indonesian | [ ]  |
| Indonesian British, Indonesian English, Indonesian Scottish, Indonesian Welsh | [ ]  |
| Japanese | [ ]  |
| Japanese British, Japanese English, Japanese Scottish, Japanese Welsh | [ ]  |
| Laotian  | [ ]  |
| Laotian British, Laotian English, Laotian Scottish, Laotian Welsh | [ ]  |
| Macanese | [ ]  |
| Macanese British, Macanese English, Macanese Scottish, Macanese Welsh | [ ]  |
| Malaysian | [ ]  |
| Malaysian British, Malaysian English, Malaysian Scottish, Malaysian Welsh | [ ]  |
| Mongolian | [ ]  |
| Mongolian British, Mongolian English, Mongolian Scottish, Mongolian Welsh | [ ]  |
| North Korean | [ ]  |
| North Korean British, North Korean English, North Korean Scottish, North Korean Welsh | [ ]  |
| Filipino | [ ]  |
| Filipino British, Filipino English, Filipino Scottish, Filipino Welsh | [ ]  |
| Singaporean | [ ]  |
| Singaporean British, Singaporean English, Singaporean Scottish, Singaporean Welsh | [ ]  |
| South Korean | [ ]  |
| South Korean British, South Korean English, South Korean Scottish, South Korean Welsh | [ ]  |
| Taiwanese | [ ]  |
| Taiwanese British, Taiwanese English, Taiwanese Scottish, Taiwanese Welsh | [ ]  |
| Thai | [ ]  |
| Thai British, Thai English, Thai Scottish, Thai Welsh | [ ]  |
| Vietnamese | [ ]  |
| Vietnamese British, Vietnamese English, Vietnamese Scottish, Vietnamese Welsh | [ ]  |
|  | [ ]  |
| Gypsy or Traveller  | [ ]  |
| Any other background (please specify) | [ ]  |

|  |
| --- |
| **Religion/Faith/Belief** |
| No religion | [ ]  | Jain | [ ]  |
| Bahai | [ ]  | Jewish | [ ]  |
| Buddhist | [ ]  | Muslim | [ ]  |
| Christian | [ ]  | Sikh  | [ ]  |
| Hindu | [ ]  | Other (please specify)  |       |

|  |  |
| --- | --- |
| **Sexual Orientation** |  |
| Lesbian | [ ]  |
| Gay | [ ]  |
| Bisexual | [ ]  |
| Heterosexual | [ ]  |
| Other (please specify)  |       |

**Disability**

The Equality Act 2010 protects disabled people. It defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on the person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the Equality Act 2010?

Yes [ ]  No [ ]

Please state the type of impairment, which applies to you. You may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark **Other** and specify the type of impairment.

[ ]  Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches

[ ]  Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment

[ ]  Mental health condition, such as depression or schizophrenia

[ ]  Learning disability, (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)

[ ]  Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

[ ]  Other, such as disfigurement (please specify)

**Application for Employment**

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Before completing this form, please read the accompanying guidance notes.

POST

Post applied for:  **East and Southeast Asian language speaking Helpline Operator(s)**

Please indicate your availability from the following hours below

Monday: 1000 - 1600

Wednesday: 0800-1400

Thursday: 1000-1600

Friday: 0900- 15:00

**Candidates must be available for 12 hours per week**

Availability: Please let us know which shifts you could cover:

PERSONAL INFORMATION

Title: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Mx [ ]  Other (please specify

Surname or family name:       Forenames:

Previous or other names (used in the last 2 years)

Home Address (including postcode)

Telephone No. (day)       (Evening)       (Mobile)

May we contact you on the daytime number? [ ] Yes [ ] No

Email address:

National Insurance Number:

Under the Asylum and Immigration Act 1996 are you legally entitled to reside and work in the U.K. and will you be able to produce appropriate original documents

[ ]  Yes [ ]  No

**Current or most recent employment - (Include voluntary or unpaid work)**

Name and address of employer:

Nature of business:

Your job title:

Brief description of your work:

Date you started with employer:       Date appointed to present (last job):

Salary (current or on leaving):

Date left, and reason (if applicable):       Notice required:

**Work Experience**

(Please start with most recent work. Include all work history including voluntary or unpaid work. Please indicate clearly any gaps in employment, and the reasons for these)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of Employment** | **Position held, organisation’s name & address** | **Brief description of duties** | **Salary** | **Reason for leaving** |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| **Dates of Employment** | **Position held, organisation’s name & address** | **Brief description of duties** | **Salary** | **Reason for leaving** |
|       |       |       |       |       |
|       |       |       |       |       |
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EDUCATION & TRAINING (please continue on a separate sheet if necessary)

You should be prepared to provide supporting evidence of the education/training you have undertaken.

Please detail your education and/or relevant training courses you have attended.

|  |  |  |
| --- | --- | --- |
| **Date** | **Name & address of school/college/university/****establishment** | **Qualifications gained including grades where awarded** |
|       |       |       |

***What can you bring to the post***

Please use the boxes below to explain what you can bring to the role and how you meet each of the requirements. In order to have a chance to be short listed for interview you must explain and give examples of how you meet the specification. If you do this electronically the boxes will expand as necessary. If you complete it hand-written you may need to use additional sheets but please ensure these are clearly marked with what part of the specification you are responding to and your name and the job title you area applying for.

**A criteria – You will not be short listed and invited for interview unless you use this space to show how you meet the criteria**

|  |  |
| --- | --- |
| Experience of supporting and advising members of East and Southeast Asian communities  |      |
| Experience of using a computer to communicate with other people (e.g., email, web chat,) |       |
| Literacy and numeracy levels to meet the requirements of the post |       |
| An understanding of the barriers to reporting Hate Crime, accessing support and the impact hate has on an individual and community |       |
| An understanding of the values, principles and practices of person-centred support  |       |
| An understanding of issues faced by East and Southeast Asian in the UK |       |
| Some understanding of the principles of Hate Crime legislation in the UK |       |
| Excellent communication and listening skills over the telephone and via electronic forms of communication and the ability to understand people’s needs from a diverse range of backgrounds  |       |
| Ability to operate effectively as part of a remote team and work on own initiative while also recognising the need to seek support with contentious or difficult issues |       |
| Confident user of computer programmes (including email, online chat, Word) |       |
| Ability to understand, advise and respond to the complex needs of callers at the point of contact |       |
| Ability to provide empathic listening on the telephone  |       |
| An ability to read, write and speak in both English and Vietnamese (to an appropriate level for this role). If you can write and speak other languages, please let us know what they are. | Language: **Vietnamese - compulsory**Read [ ]  Write Speak[ ] [ ] Comments:Language:Read [ ]  Write Speak[ ] [ ] Comments:Language:Read [ ]  Write Speak[ ] [ ] Comments:Language:Read [ ]  Write Speak[ ] [ ] Comments:Language:Read [ ]  Write Speak[ ] [ ] Comments:(please continue the list if needed) |
| Ability to use databases to record and retrieve information |       |
| Willingness and ability to work from home in a quiet and confidential space and commit to agreed shifts |       |
| Ability to cover the shifts advertised |       |
| Accessibility to a reliable broadband service and IT equipment |       |
| Demonstrate commitment to diversity and anti-discrimination |       |
| Commitment to continue self-development and willingness to undergo training as required |       |
| Reliable, dependable, and organised |       |
| A commitment to travel to Stop Hate UK offices in Leeds and London on occasion to attend meetings and training |       |
| Commitment to the mission and values of Stop Hate UK  |       |
| Commitment to the On Your Side Project  |       |

**B Criteria** maybe used to decide who to shortlist so any information you can supply may assist in your application.

|  |  |
| --- | --- |
| Experience of working on a helpline and/or in a workplace regularly interacting directly with customers on the phone (e.g., call centre) |       |
| Experience of supporting people who are experiencing distress |       |
| Experience of supporting people who are experiencing hate |       |

\* East and Southeast Asian communities include people of the following descent:

Brunei, Burma, Cambodia, China, East Timor, Hong Kong, Indonesia, Japan, Laos, Macau, Malaysia, Mongolia, North Korea, Philippines, Singapore, South Korea, Taiwan, Thailand, Vietnam and their diasporas.

**REFERENCES**

Please provide details of two referees, one of which must be your current/most recent employer. If you have not been with your employer for two years, please give as many employer references as is necessary, to cover this period. Attach an extra sheet if necessary. If you have not been previously employed, give the name of a responsible person who knows you well (e.g. teacher, college tutor), but NOT a relative or friend.

**Reference 1**

Current employer       Most recent employer [ ]

Name:      Organisation:

Address:

Postcode:

Tel. No.       Fax No.

Email:       Relationship to Applicant

**Reference 2**

Current employer       Most recent employer [ ]

Name:      Organisation:

Address:

Postcode:

Tel. No.       Fax No.

Email:       Relationship to Applicant

**If you are short-listed may we contact your referees prior to interview?**

Reference 1: [ ] Yes [ ] No

Reference 2: [ ] Yes [ ] No

|  |  |
| --- | --- |
| **(Official use only)**Post Ref:       App Ref:      | **(Interview panel use – please tick)**Interview:       Offer:       |