



Application Form

Embrace. Empower. Educate.

Name of the position you are applying for:	
Where did you hear about this role?	

This form is mainly in Arial size 12 font. Should you require a form with a larger font or need to respond in an alternative way to written form, please contact **0808 801 0400** between Monday to Friday 9am - 9pm.

Before you begin, a quick word!

Mermaids is a charity that proudly supports transgender, non-binary and gender diverse children and young people and their families to cope with isolation, discrimination and prejudice.

There are quite a few questions in our application form, so we can get a full picture of who you are. Every question has a purpose and we will deal with all responses in a fully inclusive way.

We believe strongly that what counts as experience to do a role comes in many forms. Success does not just look like one thing. 'Excellent communication' does not just look like one thing. A degree is not the only way to illustrate intelligence.

We strongly encourage you to show off your career and life up to the point of drafting your application and to include all your relevant experiences within this form in the comfort that we welcome this and that we welcome you.



Section 1: Personal details

Pronouns:	Forenames:	Surname:	
National Insurance number:			
Current Address:		Telephone number(s): Home: Work: Mobile: Email address:	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you lived or worked outside of the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide details and dates (From DD/MM/YY to DD/MM/YY):			
Are you related to or do you have a close relationship with anyone associated with Mermaids?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes" please provide further details.			
Do you have Qualified Teacher status? NB. We ask this for safeguarding reasons only, it is not a requirement of the role itself.		Yes <input type="checkbox"/>	No <input type="checkbox"/>



Have you read Mermaids' child protection and Safeguarding policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Section 2: Sanctions, restrictions and prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country?

Yes

No

NB. We ask this for safeguarding reasons

If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.



Section 3: Education

Please note that we do not expect to only employ those with degrees and/or higher education qualifications.

Please start with the most recent

Section 4: Other vocational qualifications, skills or training

Please give details of any vocational qualifications, skills that you possess, or training that you have received which you consider to be relevant to the role for which you have applied.



Section 5: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started (day/month/year):

Date employment ended
(day/month/year)
(if applicable):

Current salary / salary
on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Please state when you would be available to take up employment if offered:



Section 6: Previous employment and / or activities after school, college and/or university

Please continue on a separate sheet if necessary

Dates day/month/year	Name and address of employer	Position held and / or duties	Reason for leaving

Section 7: Gaps in your employment

If there are any gaps in your employment history, such as due to caring responsibilities or job searching, please give details and dates.

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Section 8: Interests

Please give details of your interests, hobbies or skills

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Section 9: Why you would be great at this role

Please tell us about the knowledge, skills, experience and values you bring to this role. We welcome examples you have gained in professional, voluntary and lived experience. Your application will be shortlisted and scored based on the answers you give to the questions below.

You can give your answers in video, audio or written format. Please provide the links to video/audio submissions in the boxes below, or send them via Wetransfer to recruitment@mermaidsuk.org.uk, putting your name and Head of Advocacy in the subject header.

1. Tell us about when you have used your project management skills to support your team to manage their workloads, meet challenging deadlines, and manage multiple priorities
2. Give an example of when you have developed an evidence-based policy position that responded to the external context
3. What do you think are the three biggest challenges facing trans, non-binary and gender diverse young people?



4. Tell us about your experience of of capacity building, campaigning, and/or community development work with marginalised communities

Section 10: Criminal record

This section is required for safeguarding reasons. Please know that we handle this information in the strictest confidence and with sensitivity knowing that trans* people, and specifically trans* people of colour face a higher risk of being discriminated against and dealt with unfairly by the police.

Because we work with vulnerable children and adults, if you are successful in your application, we will apply for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions within the organisation. Employment is conditional upon the Charity being satisfied with the result of the DBS.

We know DBS checks can cause anxiety, specifically for trans people. Please know that we conduct the checks in a trans inclusive way, which will be explained to you before the search is commenced.

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to our charitable objective.

Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS. We appreciate that the DBS process will result in personal data being disclosed by you which will be extremely private to you. However, due the fact we work with children this is a legal requirement for us to request this information from you. Please be assured that all information is handled confidentiality. We will of course comply with our legal obligations under GDPR (UK) laws and that of the DBS.

All convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in**



accordance with the [DBS filtering rules](#), which we suggest you have a look at before you complete this section of the form.

If you would like us to send you a copy of the filtering rules, please contact our Helpline on 0800 801 0400 between Monday-Friday 9am-9pm.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules.**

As stated above, if you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Charities objective assessment procedure set out in the Charities recruitment, selection and disclosure policy and procedure.

Yes

No

Is there any relevant court action pending against you?

Yes

No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Section 11: References

Please supply the names and contact details of two people who we may contact for references. We ask that one is a professional referee and if you are in, or have recently been, in employment, that one of your referees is your current or most recent employer.

If your current / most recent employment does / did not involve work with children, then your second referee should speak to this.



Neither referee should be a relative or someone known to you solely as a friend.
 If Mermaids receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.
 If you have previously worked overseas, Mermaids may take up references from your overseas employers.
 Mermaids may also telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Length of time known: Name: Organisation: Address:	Length of time known: Name: Organisation: Address:
Does this referee know you by a different name? Yes/No	Does this referee know you by a different name? Yes/No
Telephone number:	Telephone number:
Email address:	Email address:
Occupation:	Occupation:
May references be taken up before interview? Yes/No	May references be taken up before interview? Yes/No



Section 12: Recruitment

It is Mermaids' policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, gender reassignment, marital or civil partnership status, religion or religious belief, disability or age.

All new appointments are subject to a probationary period.

Mermaids is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of Mermaids' Recruitment Policy and the Safeguarding Policy is available for download from our website. Please take the time to read them.

If your application is successful, Mermaids will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to Mermaids' retention of records policy for further detail on how such information is retained.

Section 13: Equity, Diversity and Inclusion Survey

We are passionate about inclusion and are taking positive action to increase representation within our staff and volunteer team at Mermaids.

Please fill out our equal opportunities survey here: <https://forms.gle/bdnPPTjUq15ZoQk4A>

Section 14: Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The charity treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice which can be found on our website.



Section 15: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
- I confirm I am medically fit to work with children.

Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the Charity will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

