

**Application form: CEO Role**

**1. Personal Details:**

Full Name .....

Address .....

.....

.....

Post Code .....

Telephone number .....

E-mail .....

Date of birth .....

**2. References**

Please provide the contact details of two referees who can comment on your suitability for this role. Referees must not be relatives.

One referee must be your current or most recent employer. Your referees should cover at least the last five years of your employment history.

**Reference 1**

Name: \_\_\_\_\_

Full address (including postcode): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Equitable House, 7 General Gordon Square, Woolwich, London SE18 6FH

Phone: 020 8293 3720

[www.advocacyingreenwich.org.uk](http://www.advocacyingreenwich.org.uk)

How do you know this person? \_\_\_\_\_

## **Reference 2**

Name: \_\_\_\_\_

Full address (including postcode): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

## **Availability**

If you were offered the job, how soon could you start?

Date: \_\_\_\_\_

## **3. Declaration**

I confirm that the information provided in this application form is, to the best of my knowledge, true and complete. I understand that providing false or misleading information may result in my application being withdrawn or, if appointed, may lead to disciplinary action or termination of employment.

I understand that, if successful, my appointment will be subject to satisfactory references and Enhanced DBS clearance.

Advocacy in Greenwich is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and all staff are expected to share this commitment.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **4. Recent Employment**

##### **Job 1 – Current or Most Recent Job**

Name and Address of Employer:

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

Current Salary: \_\_\_\_\_

Reason for Leaving / Looking to Leave:

\_\_\_\_\_

Key Responsibilities / Duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Job 2 – Previous Job

- Name and Address of Employer:

\_\_\_\_\_

- Post Code: \_\_\_\_\_

- Telephone Number: \_\_\_\_\_

- Job Title: \_\_\_\_\_

- Start Date: \_\_\_\_\_

- End Date: \_\_\_\_\_

- Reason for Leaving: \_\_\_\_\_

- Key Responsibilities / Duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## 5. Other Employment / Work Experience

Name of employer	Job Title	Responsibilities/Duties	When did you Start finis h	



## **7. Personal Statement**

Why do you want this job, and what skills can you bring to Advocacy in Greenwich?

(Maximum 2 sides of A4)

Please explain:

Why you are interested in this role

The skills, experience, and knowledge you can bring

How your experience matches the person specification

Use clear examples where possible.

## MONITORING FORM

Advocacy in Greenwich wants to make sure it treats everyone fairly and we are collecting this information to make sure we do that.

**This information will not be seen by the appointment panel.**

Post applied for  Ref no.

Last name  Initials

Date of birth

(You will need to show us papers that show this if you get the job.)

Where did you see hear about this job?

### 8. About You

Please tick the boxes that apply:

1. **Gender:**

Male  Female  Prefer not to say

2. **Disability:**

I am a person with a disability  I am not a person with a disability

If yes, does your disability have a **substantial long-term effect** on how you do things day-to-day?

Yes  No

*“Long-term” means at least 12 months, or likely to be 12 months or more. This could include physical, sensory, or mental conditions that significantly affect daily activities. Certain conditions, such as HIV*

*infection, multiple sclerosis, or cancer, may mean things become more challenging over time.*

## 9. Ethnicity / Cultural Background

I would describe myself as:

### White

British  Irish  Any other white background (please specify)

\_\_\_\_\_

### Mixed / Multiple ethnic groups

White & Black Caribbean  White & Black African  White & Asian  Any other mixed background (please specify)

\_\_\_\_\_

### Asian or Asian British

Indian  Pakistani  Bangladeshi  Any other Asian background (please specify) \_\_\_\_\_

### Black or Black British

Caribbean  African  Any other black background (please specify) \_\_\_\_\_

### Chinese or Other Ethnic Group

Chinese  Any other (please specify) \_\_\_\_\_

If none of these describe you, how would you describe yourself?

\_\_\_\_\_

### Work Permit

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

If yes, when does it expire/end?

\_\_\_\_\_

## 10. National Insurance Number

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

## 11. Criminal Convictions / Disclosure

Do you have any unspent criminal convictions?  Yes  No

*“Unspent” convictions are those that are not yet considered spent under the Rehabilitation of Offenders Act 1974.*

**Important:** This role requires an **Enhanced DBS check**. Having a criminal record **will not automatically bar you from employment**, but certain convictions may affect your eligibility for this role. All cases will be considered fairly in relation to the requirements of the position.

If you have a conviction, you may be asked to provide further details separately. This information will be treated **confidentially** and in accordance with GDPR and employment law.

## 12. Important Information

- This role is **not home-based** and requires the candidate to work from the office on **Tuesdays**.
- **Closing date:** Midnight, Sunday 22nd March 2026
- **Interviews:** Week commencing Monday 30th March – Friday 3rd April 2026

Please send your completed application to:

**Sharon Wond** – admin@advocacyingreenwich.org.uk

For further information about the role, you can call: **020 8293 3720**

