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# PRIVATE AND CONFIDENTIAL

# Application Form

**Future of London’s Emerging Talent Programme**

The Emerging Talent Programme (ETP) is a unique opportunity to start a professional/managerial career in housing and regeneration. The programme aims to attract applicants from London’s ethnic minority communities who are keen to start a career in this sector and make a positive impact on communities in the capital. The programme aims to improve the ethnic diversity of the workforce who deliver and manage buildings, spaces and infrastructure in London. Londoners will therefore be better represented in this critical talent pool and gain from better solutions to their needs from their local built environment.

On the Programme you will be employed for 21 months. During this period, you will experience 3 work placements, each in a different employer. Each placement will provide you with insight and experience of different roles in housing and regeneration. Your development will also be supported by a programme of training events and 1-2-1 coaching and supervision.

Towards the end of the 21-month Programme you will be supported in securing a permanent role in the sector to be the platform for a successful career.

Take your time and complete this application form carefully in line with the following guidance. You can start your application, save it and come back to it at a later date.

**Please note the deadline for completing and submitting your full application is 12pm Monday 1st November 2021 - please send your completed application to** [**etp@futureoflondon.org.uk**](mailto:etp@futureoflondon.org.uk) **with ‘Application for ETP - 2022 cohort’ in the subject matter of the email.**

**Applications will be reviewed as soon as they are received on a first come, first served basis. Strong applications will be progressed to the next stage as soon as possible. It is recommended you submit your application as soon as possible and do not leave it until the deadline.**

**Section 1 - PRELIMINARY QUESTIONS**

Please enter (select) Yes or No as your response to the following questions. All applicants must answer ‘Yes’ to every question for their application to be considered.

|  |  |
| --- | --- |
| Will you be available for full time employment (normally Monday to Friday 9am-5.30pm) from 31st January 2022? |  |
| Are you willing to consider an offer of employment at a salary between £23,000-£28,000 per annum (pro-rated)? |  |
| Are you looking to start a career working in housing, regeneration, housing and planning policy, community, economic and infrastructure development and related areas? |  |
| Is your ethnicity or race from a minority section of the community within the UK? – This programme aims to address the lack of ethnic diversity within the Professional and Managerial workforce working in housing and regeneration in London. This lack of diversity restricts the ability for this sector to deliver the most effective solutions as there is a lack of representation of the perspectives of the whole community who are impacted by what happens in housing and regeneration. |  |
| Do you have qualifications in Maths and English equivalent to Grade C or 4 at GCSE? |  |

Please take your time and complete the rest of this form carefully in with the following recommendations:

* Check your spelling, punctuation, and grammar
* Provide as much information as possible about your qualifications including any extenuating circumstances that may apply
* When answering the questions in Section 4 please use the best example you have that demonstrates the skill or behaviour we are looking for. Your best example may not come from your academic studies. It could be from any structured spare-time activity such as work experience, hobbies and past times or volunteering.

**Section 2: BASIC INFORMATION – Please note the information in this section will not be considered in the review of your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title (Mr, Ms etc)** | | | |
| **Surname** | | **First name(s)** | |
| Email | | **Telephone number** | |
| **What is the name of the local authority for where you live, i.e., your local council?** | | | |
| **ADDITIONAL DETAILS** | | | |
| Future of London is committed to equality of opportunity and as such will make all reasonable provision and/or adjustment for applicants that may be required for any reason e.g., due to disability or caring responsibilities. **Please provide any information here as to any reasonable adjustment that would support your application:** | | | |
| **Can you provide evidence of eligibility to work within the UK under the requirements of Section 8 of the Asylum & Immigration Act 1996** (such as P45, P60, National Insurance Card, Passport)?  Yes ☐ No ☐  Not being able to provide this eligibility will not stop your application being considered but any offer will be made conditional on candidates being able to prove their legal right to be employed in the UK on full-time basis    **If you have a working/student visa, please state what type and how long it is valid for:** | | | |
| **Do you have an unspent criminal conviction?** Yes ☐ No ☐  **(If yes, please give brief details)**  **Please note: If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974, you will be required to complete a separate form.** | | | |
| **REFERENCES**  **Please supply details of two referees, excluding relatives and friends. If you are in employment, one reference must be from your current employer. We will notify you if we intend to take up references prior to interview. All offers of employment will be conditional, subject to the receipt of satisfactory references.** | | | |
| **Name**:  **Job title if relevant**  **Organisation:**  **Tel:**  **Email:**  **Relationship to you (e.g., line manager/university tutor):**  **May we contact this referee if you are offered?**  Yes ☐ No ☐ | | | **Name**:  **Job title if relevant:**  **Organisation**:  **Tel:**  **Email:**  **Relationship to you (e.g., line manager/university tutor):**  **May we contact this referee if you are offered?**  Yes ☐ No☐ |
| **How did you hear about the Emerging Talent Programme? Please provide as much information as possible, such as the name of a specific website or who let you know about this opportunity.** | | | |
| **DECLARATION** | | | |
| In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed in accordance with the Future of London policy for the purposes of recruitment and employment. I understand that if appointed, this application form will become part of my personal file and that if I am shortlisted but not appointed it will be stored for up to one year then destroyed.  I declare that the information contained in this form is true and accurate. I understand that false information may lead to any offer of employment being withdrawn, action under the Future of London Disciplinary Policy or my employment being terminated without notice. | | | |
| Please enter your name as evidence of your agreement to the above statements: | NAME:DATE: | | |

**Section 3 – QUALIFICATIONS**

**Please complete the table below in date order with your most recent qualification first. It is important to include details of qualifications in English and Mathematics at GCSE Grade C or Grade 4, or equivalent – Please note that to be considered for a place on the Emerging Talent Programme you will need to be available for full time employment from January 2022.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level of qualification** | **Subject** | **Grade achieved/to be achieved** | **Year qualification completed/to be completed** |
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**Section 4 – WORK EXPERIENCE AND/OR EXTRA-CURRICULAR ACTIVITY**

**Please use this section to outline any periods of work experience and/or structured extra-curricular activity you have completed or are currently doing such as volunteering, hobbies,**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month & Year experience started** | **Month & Year experience finished** | **Name of employer/organisation** | **Description of your work experience/activity – please include information such as job title and an overview of what you did including key responsibilities and behaviours you developed** |
|  |  |  |  |
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**Section 5 – QUESTIONS ABOUT KEY BEHAVIOURS**

**This section is for you to be able to tell us about when you have demonstrated specific behaviours we are looking for.**

|  |
| --- |
| 1. **Please describe your best example to date of showing you can effectively communicate with a wide range of people (maximum 250 words)** |
| 1. **Please describe an experience of where you have played a role in a successful team (maximum 250 words)** |
| 1. **When have you been successful in managing lots of tasks at the same time? (Maximum 250 words)** |
| 1. **What experience do you have in using IT including Microsoft Office applications? (Outlook, Excel, Word, Powerpoint) (maximum 200 words)** |
| 1. **Why are you interested in the opportunity to start a career working in housing and regeneration? (Maximum 250 words)** |

**Section 6: EQUAL OPPORTUNITIES MONITORING**

**Future of London is committed to pursuing equality of opportunity, and we are keen to understand how effective we are in engaging applications from across the community.**

**We would be grateful if you could complete the following questions by selecting one answer only for each question by inserting an ‘x’ in the relevant choice in the right-hand column**

**Please note your answers in this section will not be considered in the assessment of your application and will be monitored across all applications only**

1. Which age category are you in as of 1st September 2021?

|  |  |
| --- | --- |
| 16 – 24 |  |
| 25 – 34 |  |
| 35 – 44 |  |
| 45 – 54 |  |
| 55 – 64 |  |
| 65+ |  |
| Prefer not to say |  |

1. What is your sex?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Other preferred description |  |
| Prefer not to say |  |

1. Is the gender you identify with the same as your sex registered at birth?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

1. Do you consider yourself to have a disability according to the Definition in the Equality Act 2010? The Equality Act defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities. If you have a condition which fits the Equality Act definition, please tick 'Yes' even if you are not limited by your condition.

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

1. Please indicate your ethnic background

|  |  |
| --- | --- |
| **Asian / Asian British** | |
| Bangladeshi |  |
| Chinese |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background |  |
| **Black / Black British** | |
| African |  |
| Caribbean |  |
| Any other Black background |  |
| **Mixed / Multiple ethnic group** | |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| Any other Mixed / Multiple ethnic background |  |
| **White** | |
| British / English / Welsh / Northern Irish / Scottish |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Roma |  |
| Any other White background |  |
| **Other ethnic groups** | |
| Arabic |  |
| Chinese |  |
| Any other ethnic group |  |
| **Prefer not to say** | |
| Prefer not to say |  |

1. What is your religion or belief?

|  |  |
| --- | --- |
| No religion or belief |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion or belief |  |
| Prefer not to say |  |

1. What is your sexual orientation?

|  |  |
| --- | --- |
| Bi |  |
| Gay / Lesbian |  |
| Heterosexual |  |
| Other preferred description |  |
| Prefer not to say |  |

1. Which type of school did you attend for the most time between the ages of 11 and 16?

|  |  |
| --- | --- |
| If you changed schools, please base your answer on the last two years of your education. | |
| State-run or state-funded school (selective on academic, faith or other grounds) |  |
| State-run or state-funded school (non-selective) |  |
| Independent / fee-paying school |  |
| Independent / fee-paying school where I received a bursary covering 90% or more of my tuition |  |
| Attended school outside the UK |  |
| Don’t know / not sure |  |
| Prefer not to say |  |