



Gilgal Birmingham

P O Box 3918 Birmingham B9 5AQ
Tel: 0121-773-1431

Email: finance@gilgalbham.org.uk

Application Pack

Charity number: 1102803

Registered Company No: 04790742

Dear applicant,

Gilgal Birmingham is looking to recruit an experienced retail manager to run our exciting new store. This is the first retail unit, and it will be run by staff and volunteers from Gilgal Birmingham.

The shop is way more than a second-hand clothing store. Alongside the vast array of clothing and accessories, vintage goods and designer labels on sale every day, we will be running campaigns to raise awareness of domestic abuse in the area and give an opportunity to creative women to engage and sell their goods.

Our core mission is to help raise awareness of domestic abuse, offer help and advice to our beneficiaries. With the addition of our charity shop, we also aim to promote ethical practice and sustainability in and around fashion and the clothing we buy and use daily, whilst saving tonnes of perfectly good textiles from going to landfill.

We are seeking someone who is not only a competent retail manager with a real passion for fashion, but who is also knowledgeable about trends - someone who lives and breathes fashion with an awareness of its ethical credentials. You will be able to demonstrate great customer service skills, generate substantial income from the sale of second-hand clothing and accessories, and create a clothes shopping experience like no other in the charity sector.

You will work in conjunction with the Management team to lead, supervise and train volunteers, along with some of our residents looking to gain work experience.

This is a full-time role, and you will work 37.5 hours over 5 days per week. Saturdays are included.

We are only able to accept female applicants; Genuine Occupational Requirement (Schedule 9, Equality Act 2010) applies.

To apply please send the completed Job Application Form, the Criminal Record Declaration Form, and Equal Opportunities Monitoring Form and return to us.

By email: finance@gilgalbham.org.uk

or by post: Gilgal Birmingham, PO BOX 3918 B9 5AQ

The closing date for the applications is Thursday 29th August by 17:00. Interviews will take place the following week on Friday 6th September. If you would like to meet and arrange an informal discussion about the role, please email finance@gilgalbham.org.uk

Kind Regards
Sanja Kalik
CEO

Gilgal Birmingham

We use the details on your completed Application Form as the sole basis for short-listing for interview. Curriculum Vitae are not acceptable in place of a completed Application Form. **Please Complete and return within 7 days.**

Application Form

Position Applied for:

Full Name:

Address:

Post Code:

Telephone Number:

Mobile Number:

Email Address:

Have you previously worked for Gilgal? YES / NO (circle)

If yes, in what capacity and when?

How did you hear about this position?

Employment History

Please begin with your current/most recent employment and include any voluntary work. Leave this section blank if there is no employment history.

Dates (from/to)	Name & Address of Employer	Position Held	Final Salary	Reason for Leaving

Education and Relevant Qualifications/Training
(start with most recent dates)

Dates (from/to)	Secondary School/Further Education/Professional Qualifications and related Training	Subject or Training Course	Grade obtained (where applicable)

Please give details of your reasons for applying for the post and why you feel you would be the most suitable candidate for this position.
(Please add additional sheets if necessary)

Special Leave (please give number of days and the reasons for this)

Right to work in the UK

Do you require a permit to work in the UK **YES / NO** (please circle)

If you hold a current permit to work in the UK, please provide full details including start date and expiry date of your visa. Please also provide documentary evidence of the same if called for interview.

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Disability

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? **YES / NO** (please circle)

If the above disability description does not apply to you, but you consider yourself to have a disability, please tick the box below:

References

These must cover the last 5 years of employment/volunteering. One reference must be from your current or most recent employer/volunteer opportunity. You may also give details of a personal referee, but this cannot be a relative or your doctor.

Professional referees:

Name:	Name:
Job Title:	Job Title:
Organisation Name & Address	Organisation Name & Address
Email:	Email:
Tel No.	Tel No.
Dates of Employment	Dates of Employment
From: To:	From: To:
Relationship to you:	Relationship to you:

Can we contact your current place of volunteering/employment prior to any conditional offer? **YES / NO**

Personal referee:

Name:
Job Title:
Organisation Name & Address: (if applicable)
Tel No. Email:
Length of relationship:
Since:
Relationship to you:

Disclosure Information

Because of the nature of the organisation, Applicants are not entitled to withhold information about convictions, including convictions which for other purposes may be 'spent', under the Rehabilitation of Offenders Act 1974.

Has any action ever been taken against you by a local authority in regard to a child/child under 18 years of age? **YES / NO**

Have you been cautioned for or convicted of an offence (other than motoring offences not resulting in disqualification) in any criminal proceedings in any Court of the UK or elsewhere? **YES / NO**

If you have answered yes to any of the above questions, please give full details here on a separate sheet of paper and enclosed in a sealed envelope, giving your name on the outside of the envelope, the date and the Job Title applied for.

(Applicants will be subject to an Enhanced DBS Certificate check)

Declaration:

"I agree that Gilgal Birmingham may ask my referees for comments on my stability for the post and in respect of employment referees, request details of my attendance, salary, performance, conduct, reasons for leaving and, my suitability for the post".

"In submitting this Application Form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in my dismissal if, information becomes known after my appointment"

Signed*:.....

Date:.....

* For electronically submitted forms, if short-listed you are shortlisted you will be asked to sign the application at the interview.

Please return completed form by email to: finance@gilgalbham.org.uk

Recruitment Monitoring

Position Applied for:

To help us monitor equal opportunities in employment, please tick or circle as appropriate:

A. White

British Irish Other (please state)

B. Mixed

White and Black Caribbean White and Asian

White and Black African Black and Asian

Other (please state)

C. Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi

Other (please state)

D. Black or Black British

Caribbean African Other (please state)

E. Chinese or other ethnic group

Chinese Arab Kurdish Vietnamese

Other (please state)

F. Other Group not stated above (please state)

Equal Opportunities and Anti-Discrimination Policy and Procedure

Gilgal Birmingham is committed to eliminating discrimination, and to promoting equal opportunities of employment and equal access to our services, and recognises the changes in legislation made by the Equality Act 2010.

Gilgal understands that equality and diversity is about fairness and opportunity for all and will ensure the best possible equality of opportunity in all aspects of employment and service delivery.

- Gilgal aims to be responsive to the needs of Service Users and recognises that these needs will be diverse. For employment purposes most frontline posts are for female workers only and the Genuine Occupational Requirement (Schedule 9, Equality Act 2010) applies.
- Gilgal aims to employ a diverse Staff team including Volunteers, which reflects the diversity of the Service Users and meets the needs of the service.
- Gilgal aims to work within the law in respect of equality of opportunity and have regard for best practice working methods.
- Gilgal aims, through policies and service delivery, to eliminate unlawful discrimination, and to promote and foster good relations between Service Users of different racial and social groups.
- No person will be treated in a discriminatory manner by the Organisation on the basis of the nine protected characteristics of the Equalities Act 2010:-
 - Race,
 - Religion or belief (including those who have no faith),
 - Age,
 - Marital and civil partnership,
 - Sexual orientation (lesbian, gay, bisexual and heterosexual),
 - Sex (male/female),
 - Gender reassignment,
 - Disability (physical, learning and mental)
 - Pregnancy and Maternity
- Service Users, Staff, Workers, Volunteers and Students will be made aware of their responsibility to ensure that people are treated fairly, equally and with respect.
- All discrimination will be challenged wherever it is found.

- Gilgal aims to provide a quality and sensitive service, which is based on safety, freedom, equality and respect.
- Gilgal's policy is to welcome all Service Users and Staff with disabilities but recognise that due to the limitations of the building and the lack of possibilities for adaption individuals with certain mobility disabilities cannot always be accommodated or employed.