

General Secretary



the union

020 7353 3003

office@bajunion.org.uk

application form

Confidential

Applicant's name

Please note

This application form is also available in large print by calling the BAJ office on 020 7353 3003.

We're passionate about diversity and welcome a broad diversity of talent to apply.



The British Association of Journalists • 89 Fleet Street • London • EC4Y 1DH
<http://bajunion.org.uk> • office@bajunion.org.uk • 020 7353 3003

Introduction

Thanks for thinking about a career with the BAJ.

The British Association of Journalists (BAJ) is the union of choice for newspaper journalists, photographers, writers and the many varied roles associated with journalism.

Membership is open to those who earn an income from being part of an editorial workflow process, encompassing reporters, hyperlocal editors, photographers, writers, sub-editors, page layout artists, and news broadcasters to name just a few.

Benefits of membership include access to specialist legal advice on employment and copyright law, together with legal and financial helplines .

The BAJ is proud to be a gatekeeper for the 'UK Press Card' scheme. Press Cards are available to members who need to identify themselves as working journalists on assignment.*

We believe that the BAJ is the best value for money union for journalists and have built a reputation for being responsive, caring and professional with a determination to ensure that our member's rights and individual needs are protected in our ever-changing and evolving industry.

We are more than just a union. We are a union of ideals.

We're looking forward to receiving your application.

Your details

Please complete this form in black ink and using block capitals. You should fill in every box and enter not applicable (N/A) if you need to.

Personal details

Your details

Statutory requirements

To make sure statutory requirements relating to young workers are met, please tick the relevant box.

Are you under 18? Yes No

If YES please detail your date of birth (dd/mm/yyyy)

Right to Work in the UK (Asylum & Immigration Act 1996)

You'll need to produce original documents to prove your eligibility at the interview/assessment stage and bring photocopies of them. Please don't forget to bring them with you otherwise we won't be able to take your application any further.

Special requirements

Do you have any special requirements we should know about if you're invited to interview/assessment?

Yes No

If YES please give details:

References

Before we can offer you a job, we need to have two satisfactory references, one of which must be from your present or most recent employer. Please give details below of your referees. References won't be asked for until we've offered you the job. And, if you don't have two employment references please provide an academic reference.

Reference 1

Full name	
Job title	
Company	
Address	
	Postcode
Tel	Email
Relationship to you	
Your previous job title (if employer reference)	
Your employment date (if employer reference)	
From <input type="text"/> <input type="text"/> <input type="text"/>	To <input type="text"/> <input type="text"/> <input type="text"/>

Reference 2

Full name	
Job title	
Company	
Address	
	Postcode
Tel	Email
Relationship to you	
Your previous job title (if employer reference)	
Your employment date (if employer reference)	
From <input type="text"/> <input type="text"/> <input type="text"/>	To <input type="text"/> <input type="text"/> <input type="text"/>

Your details

Employment history for the last five years

Please start with the most recent first

Date from To

Name of employer

Address

Postcode

Position held

Reason for leaving

Previous employer/position

Date from To

Name of employer

Address

Postcode

Position held

Reason for leaving

Previous employer/position

Date from To

Name of employer

Address

Postcode

Position held

Reason for leaving

Previous employer/position

Date from To

Name of employer

Address

Postcode

Position held

Reason for leaving

Previous employer/position

Date from To

Name of employer

Address

Postcode

Position held

Reason for leaving

Please tell us about any periods of non employment (if applicable)

Your details

Are any of your relatives NEC members?

Yes No

If YES please give their name, and relationship to you

Referrals

Have you been referred by a NEC member? If so please provide details

Education

Please give details of the School/College/University you attended

Qualifications

Please include all academic, technical and professional qualifications, plus dates awarded. Continue on a separate sheet if necessary.

Your details

Please supply details of any further training courses attended that are relevant to your application.

Please detail any professional bodies you're a member of (for example PA, TUC,)

Professional body

Membership type

Membership number

Driving licence details

(Only complete if applicable to the position)

Licence type	Yes	No	N/A	Licence Number	Expiry date
Full UK licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
LGV licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
FLT licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Do you have any endorsements? If yes please give details

Offence

Date

Offence code

Offence

Date

Offence code

Rehabilitation of offenders

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?

Yes No

If YES please provide details.

Availability for interview

Please detail any days/times you are unable to attend an interview.

Your details

Additional information

Please use the space below for any additional information you wish to provide in support of your application.

Applicant's declaration

I certify that the information given on the form is correct

Tick to agree

The information on this form will be held and used by the BAJ in accordance with the provisions of the Data Protection Act 1998 and all relevant subsequent legislation. This information will be held and processed for the purpose of personnel / payroll administration and statistical and business

analysis. Applicant's name	Date
-------------------------------	------

Applicant's signature

I certify that the information given on this form is correct and acknowledge that any false statement renders me liable to summary dismissal.

Tick to agree


Diversity monitoring

We recognise that our success depends upon having a workforce with a diverse range of skills, backgrounds and experience in order to spark ideas, promote debate and encourage innovation and creativity.

The information we collect is stored confidentially and securely. Data legislation protects you and your data. All personal information can only be accessed by authorised HR colleagues. Once collected, this information can show us who's joining and leaving the BAJ, we can see which areas are doing well in promotions and transfers, whether everyone is treated fairly and whether everyone is given equal access to training and development opportunities.

Completing this information will help us to deliver against our diversity commitments and contribute to an inclusive working environment for all colleagues. We respect an individual's right not to disclose this information. For this reason, a 'prefer not to say' option is included.

For each question put a cross in only one box as shown e.g. X

If you make a mistake, scribble out the the wrong box and put a cross in the correct answer box.  X

Your personal details (Please complete all boxes)

1. Name

2. Date of birth

The BAJ believes that people should be judged, not by their age, but according to their skills and abilities at work. By monitoring our colleagues age we can make sure that opportunities for development and promotion are open to everyone.

3. National Insurance number

5. Disability

Disabled colleagues are entitled to reasonable adjustments under the law to enable them access to work. The BAJ strives to increase disabled people's access to work. We're part of the Government's "Two tick" scheme which guarantees interviews for suitably qualified disabled applicants. We need to know whether we're delivering on these commitments.

Do you consider yourself to have a disability? Yes No Prefer not to say

6. Ethnicity

By monitoring ethnicity, we can compare our business against the data collected in previous year's National Census. This can show whether we attract people to work for us from all communities, and whether as an employer, we reflect the communities we serve. We can also show whether all groups are treated fairly. **What is your ethnicity?**

a) White

- 1 British 2 Irish 3 Any other White background

b) Mixed

- 4 White and Black Caribbean 5 White and Black African
 6 White and Asian 7 Any other mixed background

c) Asian or Asian British

- 8 Indian 9 Pakistani
 10 Bangladeshi 11 Any other Asian background

d) Black or Black British

- 12 Caribbean 13 African 14 Any other Black background

e) Chinese or other ethnic group

- 15 Chinese 16 Any other

f) Prefer not to say 17

7. Gender

By monitoring the gender of our staff, we can see whether some of our jobs are more attractive to men or women, and whether both sexes stay with us. Monitoring by sex also helps us to develop new policies and ways of working. Monitoring gender ensures that both men and women are treated fairly in our business. We know that men and women's career patterns can be different; by monitoring gender we make sure that we can respond to colleague's needs. **Are you:**

- Male Female

8. Religion or belief

Telling us about your religion or belief allows us to understand and plan to meet the particular needs of staff. It helps us to think about how we can accommodate requests to meet people's religious needs. Knowing the religion of our staff helps us create an environment where all beliefs are respected.

What is your religion or belief?

- 1 None 2 Buddhist 3 Christian
 4 Hindu 5 Jewish 6 Muslim
 7 Sikh 8 Other 9 Prefer not to say

9. Sexual orientation

Monitoring whether people are gay/lesbian, bisexual or heterosexual acknowledges that we value all staff and the contribution they bring to our business. An open and inclusive culture creates an environment where all colleagues can feel comfortable disclosing their sexuality. We know that people perform better when they can be themselves. **How would you describe your sexual orientation?**

- 1 Heterosexual/straight 2 Gay man 3 Lesbian/gay woman
 4 Bisexual 5 Prefer not to say

You are under no legal obligation to complete the questions above