

Shelter training

FREELANCE TRAINER APPLICATION FORM

PERSONAL DETAILS:

Full Name:

Address:

Contact (day)

(eve)

(mobile)

(e-mail)

QUALIFICATIONS and MEMBERSHIP:

Please detail your academic or professional qualifications in relation to Housing Law and/or those specific to Training Design and/or Delivery and also any membership's of Professional Bodies:

Qualification	Date

EXPERIENCE:

EMPLOYMENT/KNOWLEDGE

Please tell us about your employment history starting with your current/most recent employer, detailing relevant duties and responsibilities which will benefit you as a freelance trainer with Shelter:

TRAINING EXPERIENCE

Please give details of your training experience to date. This would include the types of courses you have run, delegate numbers, amounts and duration, training audiences, etc.

PERSONAL STATEMENT:

Please tell us why you are applying to be a trainer for Shelter Training, and how your experience will be of benefit

Please explain your commitment to equal opportunities and Shelter's Vision and Values:

COURSE LOCATIONS:

Shelter's Public Training courses are currently run at venues in London, Manchester, Birmingham and York; whereas our In-House Training is offered at clients premises UK wide.

Please state areas of the country to which you would be willing to travel:

Are you willing to stay overnight if required?

REFERENCES AND DECLARATION:

Please supply the name and address of two referees. These should not be relatives or purely personal friends. One reference should be from an organisation where you were responsible for delivering some courses. These references will be taken up after interview.

	1st Referee	2nd Referee
Name		
Job Title		
Organisation		
Address		
Telephone		
Reference capacity		

I declare that the information given on this form is correct to the best of my knowledge. I consent to Shelter checking any information that I am unable to verify personally.

Signed: _____

Date: _____

**Please return the completed form to:
Lizzie Thomas, Shelter Training, Unit 13 London City Forum, 250 City Road, London EC1V 2PU
0844 515 1155**

Please ensure you also complete and return the Equal Opportunities Monitoring form and the Courses form indicating your preferred subjects to deliver and/or develop.

Shelter training

Equal opportunities recruitment monitoring

Statement of intent

Shelter recognises that many individuals and institutions practise and perpetuate unfounded discrimination towards others and that this is a major cause of homelessness. People frequently suffer homelessness or poor housing as a result of discrimination against them because of race, gender, disability or sexuality. Discrimination also occurs on the basis of age, class, religious and political beliefs, HIV status, health or drug-related problems, marital status or criminal record, and in other ways. Many people are the victims of discrimination simply because they are homeless. In its work towards putting an end to homelessness, Shelter must confront discrimination in housing, and ensure it promotes equal opportunities in all aspects of its own policies and practices as an employer. Shelter therefore declares that it will attempt to challenge discrimination in all its forms, direct and indirect, in the following ways:

- by adopting measures to eliminate discrimination in its employment and management practices
- by exposing and suggesting remedies to discrimination in housing
- by ensuring its services are equally accessible to all
- by actively encouraging others to do the same.

Vision and mission statement

We are the fourth richest country in the world, and yet millions of people in Britain wake up every day in housing that is run-down, overcrowded or dangerous. Many others have lost their home altogether. Bad housing robs us of security, health, and a fair chance in life.

Shelter believes everyone should have a home.

We help 100,000 people a year fight for their rights, get back on their feet, and find and keep a home. We also tackle the root causes of bad housing by campaigning for new laws, policies, and solutions.

Values

As an organisation, we are:

- intrusive
- authoritative
- positive.

As people, we strive to be:

- inclusive
- responsive
- passionate and knowledgeable.

Shelter will have failed if this commitment does not lead to practical change

Recruitment monitoring form – confidential

We wish to ensure that all aspects of working with Shelter reflect equality of opportunity. This form will assist us in identifying areas of under-representation in applicants to Shelter and to assist in developing appropriate strategies to attract people from these groups. Your co-operation in completing this form is greatly appreciated. Any information you give will be strictly confidential. You do not have to answer any of the questions, but to achieve a true picture of who works for Shelter we would like to achieve 100% response. Not answering any question(s) will not affect your application in any way.

First name

Post applied for

Surname

Email address

1. Ethnic origin

The classifications we have used are those currently used by the Census. If you wish to classify yourself in some other way, please use the additional space provided.

A White

- White British
 White Irish
 Any Other White background

B Mixed

- White and Asian
 White and Indian
 White and Black African
 Any Other Mixed background

C Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any Other Asian background

D Black or Black British

- Caribbean
 African
 Any Other Black background

E Chinese or other ethnic group

- Chinese
 Any other (please state)

2. Gender (please tick) Male Female

3. Date of birth

4. Disability

A disability is a physical or mental impairment that has a substantial long-term adverse affect on your ability to carry out normal day-to-day activities.

- Do you have any disabilities? Yes (if yes please tick the appropriate box) No
 Physical impairment Mental impairment Other (please specify)

If you answer yes to the above question and are shortlisted for interview, please contact Human Resources to ensure that the interview arrangements are to your satisfaction.

5. Sexual orientation

To help Shelter combat discrimination against lesbians, gay men and bisexuals it is important that we attract people of all sexual orientations.

- I would describe myself as (please tick) Heterosexual Lesbian Gay Bisexual

6. Religion or belief

To help Shelter combat discrimination against people on the grounds of their religion or belief, it is important that we attract people from diverse religious groups.

- Christian Hindu Muslim No religion
 Sikh Jewish Buddhist Any other (please state)

Where did you originally see this post advertised?

National newspaper

Local newspaper

Website

Please specify

Please return only one copy of this form

Other

