

APPLICATION FOR EMPLOYMENT

Position Applied for: _____

Section 1 - Personal Details

Title: _____ Surname: _____ Forename(s): _____

Previous surnames (include dates changed): _____

Current Address: _____

Include 5-year Address history: _____

Date of Birth: _____ Mobile: _____

National Insurance Number: _____ Email: _____

Nationality: _____

Are there any restrictions on you taking up work in the UK: YES ☐ NO ☐

Do you hold a full driving licence: YES ☐ NO ☐ Do you have access to a vehicle: YES ☐ NO ☐

Have you ever had any application to Ofsted refused or a registration cancelled? YES ☐ NO ☐

Section 2 – Cautions, Rehabilitations and Criminal Records

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition, you are required to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the DBS will remain strictly confidential. If you have any conviction, caution or bind-over then they will be asked to attach details in a sealed envelope marked confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES ☐ NO ☐

If yes, please give details: _____

Section 3 – References

Professional references the declaration and consent form ask you for the details of two referees who can give you professional references. You should agree in advance with each referee that they are able to provide a reference and let them know what we will ask them to comment on (see below). When we receive a complete application, we ask your referees for information about you. Before we contact them, we check they meet this criterion:

You must always provide your most recent employer as a referee. If this is your current employer and you have been employed for less than three months, you must also provide details of your previous employer.

The second referee must be someone who has known you in a professional capacity and can comment on your work. They should be from a different organisation to your first referee. One of the two referees must have employed you for a minimum of three months. Neither referee can be a relative or live at the same address as you.

We accept an employer's reference from a senior officer of an organisation, for example the owner, director or an HR manager. We do not usually accept a reference from anyone else unless the employer gives us their written permission for a named person to supply a reference on their behalf.

At least one referee **must** be able to comment on **all** the below points:

Your second referee **must** be able to comment on points 3-6

1. any disciplinary processes you have been subject to
2. your financial management skills
3. your honesty and integrity
4. your ability to safeguard and protect children
5. your leadership and management skills
6. your knowledge and understanding of the service you are applying for

If your referees do not comply with the guidance detailed above or are unable to give answers to the points, we may ask you to provide another suitable referee. This will stop your application from progressing to the next stage.

1) Name: _____ 2) Name: _____

Address: _____ Address: _____

Email: _____ Email: _____

Tel Number: Code (_____) _____ Tel Number: Code (_____) _____

Position Held: _____ Position Held: _____

Company: _____ Company: _____

May we approach the above prior to interview? YES ☐ NO ☐ May we approach the above prior to interview? YES ☐ NO ☐

Section 4 - Education & Training

[illegible]

Section 5 – Employment History

Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment. You **MUST** provide us with day month and year.

[illegible]

Section 6 – Employment History Gaps

Please complete in full and explain any employment gaps including maternity leave or periods of unemployment.

Reason for employment gap	From (Month/Year)	To (Month/Year)

Section 7 – General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the job description).

Section 8– Special Requirements

Because this position involves the care of children and/or vulnerable adults, employment is dependent on the following:

1. Your written consent to obtaining a standard/enhanced disclosure certificate from the Criminal Records Bureau or an approved umbrella body.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if applicable).
4. Two satisfactory written references.
5. That you will supply a photograph of yourself for retention in your records.
6. Evidence of physical or mental suitability for your work.

Section 9– Declaration (Please read this carefully before signing this application)

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Regulation and the Data Protection Act in force from time to time.

I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for an enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: _____ Date: _____

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.