Job Application Form – Guidance Notes

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

This is a confidential document and will normally only be seen by those who need to see it in order to shortlist and select.

# Personal Details

Please complete all parts of this section as fully as possible. Your personal details will be removed from the application form before shortlisting in accordance with our Equal Opportunities policy.

**Education, Training, Employment**

In order to help us assess your previous experience, training and employment, please complete these sections as fully as possible. Please give a full history, in chronological order, from age 11. This should include any periods of post-secondary education/training and part-time and voluntary work, as well as full time employment. Please give start and finish dates, reasons for leaving employment and explanations for any gaps in education, training or employment.

**Personal Statement in Support of Application**

All applications will be considered against the criteria listed in the “Job Description” which is enclosed with this application pack.

Please use the Personal Statement section to explain how you fit the criteria, and to provide a full picture of your skills, experience and abilities.

Use this Personal Statement section to explain any gaps in your employment history.

You may continue on additional blank pages.

**Referees**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are shortlisted and before interviewing. If you do not wish your current employer to be contacted before interviewing please contact us and explain why.

Please avoid using family members as referees. However, if you have been employed by a family member you may use them as a referee, but you must make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

A second referee should be another employer. However we appreciate that some applicants may not have had two employers, in which case please provide contact details for someone who can provide a character reference; the relationship between this character referee and you must be stated.

You should ask permission from your proposed referees before naming them on this application and make sure current contact addresses and phone numbers are supplied.

Please note that the successful candidate will need to provide us with a minimum of two satisfactory references before employment with this organisation begins.

**Convictions and Disclosure**

All roles at this setting will require you to have the appropriate level Disclosure & Barring Service (DBS) check. If you are working unsupervised with children and young people the role is classed as Regulated Activity and as such along with the DBS Enhanced check, we will also check the DBS Barred Lists. It is a criminal offence to try and gain work in Regulated Activity if you are on the Barred Lists.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) (exceptions) order 1975, but the amendments  to the Exceptions Order 1975 (2020) provide that certain convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account when making *recruitment or employment decisions.*

Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>. If you do have any cautions and convictions, It is your responsibility to check to see if they are protected and therefore do not have to be disclosed.

If you are offered the post applied for we will arrange your DBS check.. However, whilst we may allow you to start your employment with us, you will not be allowed to work unsupervised with the children. Confirmation of your appointment will be dependent on us receiving a satisfactory DBS check.

This organisation will follow the DBS Code of Practice concerning the use of information gained from the DBS Service which ensures that sensitive personal information is handled and stored appropriately and only kept for as long as necessary.

If you are appointed to the role, you will also be asked to clarify your disqualification status prior to undertaking employment with us and you have a responsibility to keep us up to date with this during employment.

**Your Right to Work in the UK**

All employers must ensure that they only employ people who have a right to work in this country. You will be asked to provide proof of your right to work in the UK. This will be in line with the latest Government guidance. If you are invited to interview with us you will be advised what documents to bring with you.



Application FormPrivate & Confidential

This front sheet will be detached and will not be seen by the shortlisting panel.

|  |
| --- |
| Position applied for: |

**PERSONAL DETAILS**  (Block Capitals)

|  |  |
| --- | --- |
| Forename: Middle Name/s:  Surname:  Preferred pronoun: | |
| Address: | |
| Post Code: | |
| Telephone no. including area code where appropriate: | |
| Where did you see this post advertised? | |
| **** **E-mail address:** (As a company we are trying to reduce our Carbon footprint and would be grateful if we could contact you by e-mail – please insert email address. | |
| Do you have the right to work in the UK? You will be asked to bring proof to the interview if you are shortlisted. | |
| Foreign Languages Spoken: |  |
| Please give date when you would be available to commence employment. |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2020)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) | Yes  No |

I declare that all information given on this form is correct:

|  |  |
| --- | --- |
| Signed | Dated |
|  |  |

This form can be made available in other formats on request. Please complete each section fully, adding additional sheets if needed. Please do not include a C.V. as it will not be considered by the shortlisting panel.

**EDUCATION AND TRAINING:** please give the names and dates of all schools attended since age 11 and details of examinations undertaken/attempted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES  From To | | Names and addresses of school(s) | Type of school/education provider | Examination  (subject and grade ) |
|  |  |  |  |  |

FURTHER AND HIGHER EDUCATION: Please give details of all further education since leaving school, including training courses and details of qualifications.

.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES  From To | | Name and address of university or college | Subjects studied | Qualifications obtained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PAID OR UNPAID EMPLOYMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current employment:** | | | | |
| Dates  From To | | Name and address of employer. | Job title and summary of duties | Reasons for leaving |
|  |  |  |  |  |
| **Previous employment:** | | | | |
| Dates  From To | | Names and addresses of employers | Job title and summary of duties | Reasons for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PERSONAL STATEMENT IN SUPPORT OF APPLICATION**:

Please give a concise account of why you think you should be considered for the post. Give details of duties, any relevant experience and training and any additional information you may wish to be considered in support of your application. When completing this section please refer to the Job Description. Please continue on separate sheets if necessary.

**REFEREES:**

Satisfactory references are part of our recruitment process; please provide email addresses for referees wherever possible to enable a prompt response. Alternatively, please provide names, addresses and contact numbers of referees if an email address is not available. References will be taken up for only for shortlisted candidates prior to interview. One of these referees should be your most recent/current employer.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Address | Address |
| Tel:  Email: | Tel:  Email: |
| In what capacity do you know the above? | In what capacity do you know the above? |
| If you do not wish the referees to be contacted prior to interview enter X in the relevant box:  Do Contact  Do Not Contact | |

Any conditional offer of work is subject to the receipt of satisfactory references and DBS check.

The amendments to the Exceptions Order 1975 (2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers , and cannot be taken into account.

|  |  |
| --- | --- |
| If you are invited to an interview will you need us to make any reasonable adjustments for you to attend? | Yes  No  Please specify ……………………………… |
| Declaration ( please read carefully before submitting this application   1. I confirm that all the above is complete and correct and that any untrue or misleading information will give my employer the right to terminate my employment 2. I agree that should I be successful in this application, I will be required to obtain an enhanced disclosure from the Disclosure & Barring Service and should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated. | |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date………………………………… | |