

Application Form

You must complete all sections of the Application Form in blank ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete.

Curriculum Vitae will not be accepted.

Position applied for:	Closing date:
Where did you first learn of this vacancy?	

Personal Details and Contact Details

Title:	Surname:	Forenames (in full):
Please also provide details of any former names (if applicable):		
Home Address:	Daytime Telephone No:	
	Mobile No:	
	National Insurance No:	
	HCPC No:	
	HCPC renewal date:	
Post Code:		Email:

Entitlement to work in the UK

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you?

Yes* No

*If yes – please give details of any restrictions:

References

Please provide details of all employment, volunteer work, or casual employment where you have worked with children/vulnerable adults. Please use extra sheets where necessary. To need to be able to comment on your suitability for this post. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you do not wish us to contact a referee prior to interview, then please tick the appropriate box and use a separate sheet to explain why. If you have not worked previously, then please give details of a school/college/university official. We will be seeking references from all current and previous employers where you have worked with children and vulnerable adults.

Referee 1 (current or most recent employer) <input type="checkbox"/>	Referee 2 <input type="checkbox"/>
Name:	Name:
Relationship to applicant:	Relationship to applicant:
Position:	Position:
Employer/University/College Name:	Employer/University/College Name:
Address:	Address:
Post Code:	Post Code:

Telephone No:		Telephone No:	
E-mail:		E-mail:	

Referee 3 <input type="checkbox"/>	Referee 4 <input type="checkbox"/>
Name:	Name:
Relationship to applicant:	Relationship to applicant:
Position:	Position:
Employer/University/College Name:	Employer/University/College Name:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
E-mail:	E-mail:

Current Employment (or last employment if not currently employed)

Employer Name:			
Employer Address:			
Email Address		Tel No:	
Post Title:			
Start date (dd/mm/yyyy):		End date (dd/mm/yyyy): <i>(if applicable)</i>	
Please give a brief description of current duties, responsibilities and achievements:			
Reason for leaving this post:			
What is your contractual period of notice?		Current Salary: <i>Please provide payslip/P60</i>	

Previous Employment

To include all volunteer work and any casual/bank work.

(please list all your employment history and continue on an additional sheet if necessary)

Name, address and contact telephone number of Employer	Position held and main duties including any management responsibilities	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Reason for Leaving

Gaps in Employment

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates from: (dd/mm/yyyy)	Dates to: (dd/mm/yyyy)	Reason for gap

Education

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

Secondary and Further Education (please list in chronological order)	Level	Subjects	Grade/Result	Year Obtained

Other training and development (including professional, vocational or job related training)

Title and brief description of course	Date

Membership of Professional Associations or Statutory Body (i.e. HCPC / Social Work Registration Number)

Organisation Name	Level of Membership/Role/Registration No.	Registration Date

Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK *If Yes – please provide details in a sealed envelope and attach with this form	Yes*	No	
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Relevant experience, both paid and voluntary and reasons for applying for this post

This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:

Please use additional sheets (if necessary) and attach to this form.

Please put your surname and initial on all additional sheets.

Additional Information

Do you hold a full driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any points on your licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Would you have access to a vehicle for the purposes of work associated travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please confirm whether this will be your only employment?	Yes	<input type="checkbox"/>	No*	<input type="checkbox"/>

* If no, provide details including days and hours worked and whether full- or part-time:

Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings or legal action in your current employment? <i>If yes please give details.</i>	Yes *		No	
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Have you been dismissed from any previous employment?	Yes *		No	
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* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):

If you are short-listed for interview the panel will discuss this with you and your current or previous employers.

If you are related to anyone in this organisation please provide details:

A) Enhanced DBS Check:

All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure. A copy of the DBS code of conduct and our policy is available upon request.

The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Criminal Records Bureau

I am happy to complete a Disclosure Application Form to enable an Enhanced Criminal Records Bureau Disclosure to be undertaken.

Signed.....

Dated.....

Have you ever been convicted of any offence, been bound-over, or given a caution? (see notes above)

YES* NO (tick whichever is appropriate)

**If yes, please give details in the space provided below. The information you provide will be treated in confidence.*

Are you currently the subject of any police investigations following allegations made against you?

YES* NO (tick whichever is appropriate)

**If yes, please give details in the space provided below. The information you provide will be treated in confidence.*

B) Safeguarding Declaration:

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body. .

Signed: Print Name:

Date:

C) General Declaration

I understand that to knowingly give false information or to leave out any relevant information could result in:

- the withdrawal of any offer of appointment, or
- my dismissal at any time in the future, and possible criminal prosecution

Signed: Print Name:

Date:

Availability:
Are there any dates when you are not available for interview?

When would you be able to take up the post?

PLEASE RETURN THIS FORM TO:
HR Department, Cuffe and Lacey Associates, 243-245 Clifton Drive South, Lytham St Annes, FY8 1HW

Data Protection

Data Protection accordance with the Data Protection Act 1998, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities.

We will keep application forms of unsuccessful candidates for six months before being destroyed.

Safeguarding Statement

Excel Fostering is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.