**Job Application Form**

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| --- | --- |
| **Vacancy Title:** |  |
| **Please tell us how you heard about this vacancy:** |  |

**1. Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name:** |  | First Name: |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Are you free to remain and take up employment in the UK?** | Yes |  | No |  |
| You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see https://www.gov.uk/government/organisations/uk-visas-and-immigration | | | | |

**2. Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Please use the space below to give details of your education and qualifications: | | | |
| **School (11+)** | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| **College/University** | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| **Ongoing Professional Development** | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| **Training and Development**  Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | | | |
| Training Course | | Course Details  (including length of course/nature of training) | |
|  | |  | |

**Current Membership of any Professional Body/Organisation**

Please give details:

|  |
| --- |
| **3. Employment History** |

**Current or most recent employer**

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

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| --- | --- |
| **Position Held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Started:** |  | **Reason for leaving:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary on**  **leaving this post:** |  | **Notice Period** |  |

Brief description of duties:

**Previous Employment**

Please list your full employment history in chronological order (including any part-time and voluntary work as well as full-time employment). Please give an explanation for any gaps in employment and reasons for leaving employment:

|  |
| --- |
| **4. Safeguarding and Safer Recruitment Responsibilities**  Since the role you are applying for involves contact with children and/or vulnerable adults, you will be required to undergo a valid DBS (Disclosure and Barring Service) check, which will provide details of criminal convictions. This may also include a barred list check.  All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and Cody Dock’s Data Protection Policy (accessible here: https://codydock.org.uk/dataprotection/).  All information you provide will be treated as confidential. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children?** | Yes |  | No | |  |
| If yes, please provide further information: | | | | | |
| **Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?** | Yes |  | | No |  |
| If yes, please provide further information: | | | | | |
| **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) 2013?** | Yes |  | | No |  |
| If yes, please provide further information: | | | | | |

**5. References**

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| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. |

**Reference 1 Reference 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |

We reserve the right to contact any of your other previous employers within the last three years.

**6. Supporting Statement**

In no more than 750 words please tell us why we should consider your application:

|  |
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|  |

**7. Declaration**

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|  | I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. |
|  | In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statement to be Signed by the Applicant** (Candidates selected for interview will be notified within 5 days of the closing date): | | | | |
| I am happy for my data to be managed and stored in line with Cody Dock's Data Protection Policy. Please click [here](https://codydock.org.uk/dataprotection/) for more information. | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |  | | If you return this form by email, you will be asked to sign your application at interview. | | | | |