**Application for the post of:**

**Location/School:**

| 1. **Where did you see this post advertised?** | | | |
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| * **SHS Website** | * **Charity Jobs** | * **Linked In** | * **Working Wise** |
| * **Social media** | * **Local jobs board** | * **Other (please state)** | |

| 1. **Personal details** | |
| --- | --- |
| **Preferred Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **Home Address & Postcode** |  |
| **Daytime Telephone** |  |
| **Mobile Telephone** |  |
| **E-mail Address** |  |
| **Do you hold a current UK Driving Licence?** |  |

| 1. **Current or Most Recent EmploymentCurrent or Most Recent Employment** | |
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| **Current / Previous Employer** |  |
| **Address and Type of Business** |  |
| **Job Title** |  |
| **Start Date** |  |
| **Salary / Hourly Rate** |  |
| **Other Benefits** |  |
| **Reason for Leaving / Wishing To Leave** |  |
| **Notice Period** |  |
| **Brief Description of Main Duties** |  |

| 1. **Previous Employment & Work Experience**  * **List all other previous employers / voluntary experience since leaving school with your most recent employer first** * **Please account for any gaps in employment in chronological order** | | | | | | | | | | |
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| **Employer’s Name and Address** | **Position Held** | | | | **From** | | **To** | | | **Brief Description of Responsibilities and Reason for Leaving** |
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| 1. **Education** | | | | | | | | | | |
| **Secondary School/College/University** | | | **From** | **To** | | | | **Qualifications (GCSEs; A-Levels; NVQs; Degree etc)** | | |
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| 1. **Training** | | | | | | | | | | |
| **Course Title and Subject Covered** | | **Training Organisation** | | | | | | | **Date and Duration** | |
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| 1. **Professional Qualifications / Membership** | | | | | | | | | | |
| **Are you a member of a professional organisation?** | | | | | |  | | | | |
| **Name of professional organisation?** | | | | | |  | | | | |
| **What is your membership level?** | | | | | |  | | | | |

| 1. **Languages** |
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| **If English is not your first language, please tell us of other languages in which you are fluent:** |  |
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| 1. **Knowledge, Experience and Skills**  * **Please use this section to describe how your knowledge, experience and skills match to the job requirement headings in the person specification.** * **Please focus your answers on providing relevant examples from previous work / volunteer experience and how you have demonstrated the skills and knowledge required for this role** * **Please limit to 2000 words** | |
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| 1. **Immigration, Asylum and Nationality Act (2006)**   **Under Immigration, Asylum and Nationality Act (2006) we are required to check that members of staff are legally entitled to work in the UK. If you are successful in your application we will ask you for more information, but in the meantime please let us know your national insurance number.** | |
| **National Insurance Number** |  |
| **Are you legally entitled to work in the UK?** |  |

| 1. **Working Time Regulations** | |
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| **Under the Working Time Regulations we are required to make sure that members of staff are not working more than 48 hours per week.**  **Do you plan to continue to work for another employer if you are successful with this application? If yes, please provide details.** |  |

| 1. **References**   **Please give the names and addresses of two people who can provide an assessment of your suitability for this post. If references do not cover the last 5 years, please provide details of further referees on a separate sheet. If you are currently employed or have been recently employed, please give your current or most recent employer. Relatives and friends should not be used as referees.** | | |
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| **Name** |  | |
| **Address** |  | |
| **Telephone Number** |  | |
| **Email** |  | |
| **Relationship to you** |  | |
| **May we approach this person without further reference to you?** |  | |
|  | | |
| **Name** |  | |
| **Address** |  | |
| **Telephone Number** |  | |
| **Email** |  | |
| **Relationship to you** |  | |
| **May we approach this person without further reference to you?** |  | |
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| 1. **Declaration**   **I declare that to my knowledge, the information on this application and submitted on any accompanying documents is full and correct. I understand that if I have given false or misleading information or withheld any information in this application, SHS may unilaterally withdraw any offer made to me or dismiss me if I am appointed.**  **I consent to SHS undertaking any checks it may deem necessary in connection with my application and I agree to SHS asking my previous employers questions regarding my employment record and give my consent for my previous employers to disclose this information.**  **In accordance with the Data Protection Act 1998 as part of this application you give SHS permission to collect, retain and process information about you. The information you provide in this application and rehabilitation of offenders form will only be used for the purpose of assessing your suitability for employment, for monitoring our compliance with the law and best practice in terms of equal opportunity and non-discrimination and SHS policies and procedures and human resource management purposes. If your application is unsuccessful it will be kept for 6 months and then confidentially destroyed.** | | |
| **Signed:** | | **Date:** |
| **We appreciate the time you have taken to provide us with this information. Thank you.**  **Please return your completed Application Form and the Rehabilitation of Offenders Act/Safeguarding Vulnerable Groups Act declaration to: recruitment@shs.org.uk** | | |

| **Strictly Private and Confidential** *The Rehabilitation of Offenders Act 1974/Safeguarding Vulnerable Groups Act 2006* |
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| **The Rehabilitation of Offenders Act 1974 states than an individual who has had a conviction for an offence may, with certain exceptions, be rehabilitated and allowed to treat the conviction as if it had never occurred. A conviction will become ‘spent’ where the individual has not, after the given period of time laid down in the Act, committed another serious offence. The Act also makes it unlawful for an employer to discriminate in any way against an employee because of a spent conviction.** |
| **However, the Rehabilitation of Offenders Act (Exemptions Order) 1975 provides that in certain circumstances the Act shall not apply. This is the case in SHS where due to the nature of the work and services provided, some members of staff may have unsupervised access to, and information about, children and young people. Applicants in these roles are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of this Act or convictions which are current. For this reason we will seek an Enhanced Disclosure and Barring Service (DBS) Disclosure for these job roles.**  **SHS must ensure the welfare and well-being of those to whom we are providing a service, by assessing any potential risk in employing an applicant with a criminal record. Therefore we ask that:**   1. **For all SHS posts involving unsupervised contact with or access to information about children, young people of vulnerable adults, spent and unspent convictions and police cautions must be disclosed by all applicants on the form below. The job description will indicate if this is the case.** 2. **For other posts, only unspent convictions must be declared.**   **SHS however is committed to providing equality of opportunity in employment and aims to treat applicants with a criminal record in a fair and responsible manner, based on a full assessment of the risks involved. SHS will judge applicants with a criminal record on their ability to do the job and give them equal opportunity alongside other applicants, provided that their record is not related to the job on offer and would not pose any risk to themselves, existing staff members, our clients or reputation.** |
| **First Name: Last Name:**  **Date:** |
|  |

| **A. Posts Working with Children: Have you been convicted of any criminal offence or received a caution, final warning or reprimand (including those regarded as “spent” and “unspent”)?** | **Yes / No** |
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| **Are you barred by the Independent Safeguarding Authority (ISA) from working or volunteering in a regulated activity?** | **Yes / No** |
| **B. Other Posts: Have you been convicted of any criminal offence or received a caution, final warning or reprimand (“unspent” only)?** | **Yes / No** |
| **Are you currently undergoing criminal investigation or have a court case pending (a. and b. roles)?** | **Yes / No** |
| **If yes to any of the above, please list below any criminal offences, cautions, final warnings and reprimands, including the dates or any current criminal investigation or court case pending (NB: spent & unspent for roles a. unspent only for roles b.**    ***(Please note: Giving us this information does not automatically preclude you from being offered a position.)*** | **Yes / No** |
| **Do you have a current Disclosure and Barring Service (DBS) disclosure?** | **Yes / No** |
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| **Please sign below to indicate that you understand that;**   1. **we will seek an enhanced DBS check for anyone employed by SHS** 2. **we are unable to consider any application where this form has not been completed fully.** | |
| **Signed: Date:** | |